

**REGIONAL DISTRICT OF NANAIMO
ELECTORAL AREA SERVICES COMMITTEE
AGENDA**

Tuesday, October 8, 2019

1:30 P.M.

Board Chambers

This meeting will be recorded

Pages

1. **CALL TO ORDER**
2. **APPROVAL OF THE AGENDA**
3. **ADOPTION OF MINUTES**
 - 3.1 **Electoral Area Services Committee Meeting - September 3, 2019** 4

That the minutes of the Electoral Area Services Committee meeting held September 3, 2019, be adopted.
4. **DELEGATIONS**
 - 4.1 **Julie Sperber, Community Economic Development Officer, Gabriola Chamber of Commerce, re Overview of the Electoral Area B Economic Development Project** 10
5. **CORRESPONDENCE**
6. **UNFINISHED BUSINESS**
 - 6.1 **Community Works Fund Policy A2.24** 11

Please note: This item was referred from the September 3, 2019 Committee of the Whole meeting

That the Board adopt the attached Community Works Fund Policy A2.24.
7. **COMMITTEE MINUTES**

That the following minutes be received for information:

 - 7.1 **Electoral Area F Parks and Open Space Advisory Committee - September 11, 2019** 24

8. COMMITTEE RECOMMENDATIONS

8.1 Electoral Area F Parks and Open Space Advisory Committee

8.1.1 Little Mountain Crown Lands

Please note: Committee recommendation has no accompanying staff report

That the Province of B.C. be approached requesting the Crown Forest Land known as Little Mountain be designated as a Regional District of Nanaimo Park.

9. PLANNING

9.1 Development Variance Permit

9.1.1 Development Variance Permit Application No. PL2019-169 - 3180 Adshead Road, Electoral Area A

26

1. That the Board approve Development Variance Permit No. PL2019-169 to reduce the required setback from a proposed property line for an existing building that houses livestock from 30.0 metres to 16.5 metres subject to the terms and conditions outlined in Attachment 2.

2. That the Board direct staff to complete the required notification for Development Variance Permit No. PL2019-169.

9.2 Other

9.2.1 Service Agreement with Gabriola Island Chamber of Commerce to Provide Economic Development for Electoral Area B

35

That the Board defer entering into any new economic development service agreements until the review of economic development delivery models within the region has been completed.

9.2.2 Floodplain Management Site-Specific Bylaw Exemption Application No. PL2019-180 - 2516 Pylades Drive, Electoral Area A

46

That the Board approve Floodplain Bylaw Exemption Application No. PL2019-180 to permit the construction of a dwelling unit subject to the conditions outlined in Attachments 2 to 5.

10. COMMUNITY PARKS

10.1 Parks Summer 2019 Update Report

60

That the Parks Summer 2019 Update Report be received as information.

11. FIRE PROTECTION

11.1 Fire Apparatus Purchasing 70

That the Board endorse issuing a Request for Qualifications to select a Fire Apparatus Manufacturer/Dealer as a preferred supplier for a five (5) year term.

11.2 Fire Services Grant Application 73

1. That the grant application for \$25,000 to the Union of British Columbia Municipalities for training for the Extension Fire Department be endorsed.

2. That the grant application for \$25,000 to the Union of British Columbia Municipalities for the purchase of equipment for the Nanoose Fire Department be endorsed.

11.3 Extension Fire Department Apparatus Replacement 75

1. That the Board endorse awarding the purchase of a single-axle, 4-door fire rescue engine to Fort Garry Fire Trucks Ltd.

2. That the Board endorse releasing up to \$700,000 from the Extension Fire Service Vehicle and Equipment Reserve Fund to negotiate a contract with Fort Garry Trucks Ltd for the purchase of the fire rescue engine.

12. BUSINESS ARISING FROM DELEGATIONS

13. NEW BUSINESS

13.1 Directors' Roundtable

14. ADJOURNMENT

**REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE ELECTORAL AREA SERVICES COMMITTEE MEETING**

**Tuesday, September 3, 2019
1:30 P.M.
Board Chambers**

In Attendance:	Director B. Rogers Director K. Wilson Director V. Craig Director M. Young Director L. Salter Alternate Director J. Stanhope Director S. McLean	Chair Electoral Area A Electoral Area B Electoral Area C Electoral Area F Electoral Area G Electoral Area H
Also in Attendance:	P. Carlyle R. Alexander G. Garbutt T. Osborne D. Wells D. Pearce P. Thompson T. Mayea C. Golding C. Jefferies	Chief Administrative Officer Gen. Mgr. Regional & Community Utilities Gen. Mgr. Strategic & Community Development Gen. Mgr. Recreation & Parks Gen. Mgr. Corporate Services Director, Transportation & Emergency Services Mgr. Long Range Planning A/Mgr. Legislative Services Recording Secretary Recording Secretary

CALL TO ORDER

The Chair called the meeting to order and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

APPROVAL OF THE AGENDA

It was moved and seconded that the agenda be approved as presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Electoral Area Services Committee - July 9, 2019

It was moved and seconded that the minutes of the Electoral Area Services Committee meeting held July 9, 2019, be adopted.

CARRIED UNANIMOUSLY

PLANNING

Development Permit with Variance

Development Permit with Variance Application No. PL2019-057 - Lot 31 Seaview Drive, Electoral Area H

It was moved and seconded that Item 6 of conditions of approval of Development Permit with Variance Application No. PL2019-057 listed in Attachment 2, Schedule 1 – Conditions of permit, be removed from the conditions of approval.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board approve Development Permit with Variance No. PL2019-057 to permit the development of a dwelling unit, accessory building, and associated yard area subject to the terms and conditions outlined in Attachment 2, as amended to remove Item 6 from the conditions of approval.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board exempt Lot 31, District Lot 28, Newcastle District, Plan 22249 from Section 13(b) of Bylaw 1469 to allow the construction of a dwelling unit within 15 metres from the natural boundary of any other watercourse including a lake, marsh or pond.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Permit with Variance No. PL2019-057.

CARRIED UNANIMOUSLY

Development Permit with Variance Application No. PL2019-099 - Lot A, Elm Road, Electoral Area A

It was moved and seconded that the Board approve Development Permit with Variance No. PL2019-099 to permit the construction of a dwelling unit subject to the terms and conditions outlined in Attachment 2.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Permit with Variance No. PL2019-099.

CARRIED UNANIMOUSLY

Development Variance Permit

Development Variance Permit Application No. PL2019-145 - 846 Ackerman Road, Electoral Area G

It was moved and seconded that the Board approve Development Variance Permit No. PL2019-145 to reduce the setback from the exterior side lot line for dwelling units 1 to 5 and 11 to 20 subject to the terms and conditions outlined in Attachment 2.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Variance Permit No. PL2019-145.

CARRIED UNANIMOUSLY

Development Variance Permit Application No. PL2018-216 - 3835 Charlton Drive, Electoral Area H

It was moved and seconded that the Board approve Development Variance Permit No. PL2018-216 to reduce the front lot line setback from 8.0 metres to 5.0 metres for a proposed dwelling unit subject to the terms and conditions outlined in Attachment 2.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Variance Permit No. PL2018-216.

CARRIED UNANIMOUSLY

Development Variance Permit Application No. PL2019-110 - 1640 Stewart Road, Electoral Area E

It was moved and seconded that the Board approve Development Variance Permit No. PL2019-110 to reduce the setback for an interior side lot line and the natural boundary of the sea to permit the renovation of an existing dwelling unit and to permit a second storey addition subject to the terms and conditions outlined in Attachment 2.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Variance Permit No. PL2019-110.

CARRIED UNANIMOUSLY

Development Variance Permit and Request for Frontage Relaxation

Development Variance Permit Application No. PL2019-134 and Request for Relaxation of the Minimum 10% Frontage Requirement in Relation to subdivision Application No. PL2017-072 - 2925 Turnbull Road, Electoral Area H

It was moved and seconded that the Board approve the request to relax the minimum 10% perimeter frontage requirements for proposed Lot 3 in relation to Subdivision Application No. PL2017-072, subject to the terms and conditions outlined in Attachment 2.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board approve Development Variance Permit No. PL2019-134 to increase the permitted parcel depth of proposed Lot 2 subject to the terms and conditions outlined in Attachment 2.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Variance Permit No. PL2019-134.

CARRIED UNANIMOUSLY

Development Variance Permit No. PL2019-156 for lot depth and Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in relation to Subdivision Application No. PL2019-044 - 1396 Sunrise Drive, Electoral Area G

It was moved and seconded that the Board approve the request to relax the minimum 10% perimeter frontage requirements for proposed Lots A and B in relation to Subdivision Application No. PL2019-044, subject to the terms and conditions outlined in Attachments 2 and 3.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board approve the request to increase the permitted lot depth for proposed lots A and B for Development Variance Permit No. PL2019-156, subject to the terms and conditions outline in Attachments 2 and 3.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Variance Permit No. PL2019-156.

CARRIED UNANIMOUSLY

Request for Frontage Relaxation in Relation to a Subdivision

Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in relation to Subdivision Application No. PL2018-116 - 6961, 6931, 6973 and 6977 Doumont Road, Electoral Area C

It was moved and seconded that the Board approve the request to relax the minimum 10% perimeter frontage requirements for proposed Lots B and H in relation to Subdivision Application No. PL2018-116.

CARRIED UNANIMOUSLY

Other

Temporary Use Permit Application No. PL2019-090 - Kipp Road, Electoral Area A

It was moved and seconded that Item 6 of the conditions of approval of Development Permit Application No. PL2019-090 listed in Attachment 3, Schedule 1 - Conditions of Permit, be amended to add the words "to include carcass surveys of birds, bats, and other incidental species following survey recommendations to be provided by a professional biologist" after the words ...prepared by a qualified professional.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board receive the Summary of the Public Information Meeting held on July 10, 2019.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board approve Temporary Use Permit No. PL2019-090 to allow the use of a wind turbine on the subject property subject to the terms and conditions outlined in Attachment 3, as amended.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Temporary Use Permit No. PL2019-090.

CARRIED UNANIMOUSLY

EMERGENCY PREPAREDNESS

Municipal Insurance Association of British Columbia Society Coverage

It was moved and seconded that the Board endorse offering the Municipal Insurance Association of British Columbia Society coverage to the volunteer fire department societies.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board endorse contributions of \$5,000 to the insurance deductible reserve accounts to increase the reserve balance to a maximum of \$100,000.

CARRIED UNANIMOUSLY

Emergency Program Bylaws

It was moved and seconded that “Regional District of Nanaimo Emergency Program Bylaw No. 1790, 2019” be introduced and read three times.

CARRIED UNANIMOUSLY

It was moved and seconded that “Regional District of Nanaimo Emergency Program Bylaw No. 1790, 2019” be adopted.

CARRIED UNANIMOUSLY

It was moved and seconded that “Regional District of Nanaimo Emergency Program Extended Service Amendment Bylaw No. 952.01, 2019” be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.

CARRIED UNANIMOUSLY

FIRE PROTECTION

Bow Horn Bay Fire Protection Boundary Expansion

It was moved and seconded that “Bow Horn Bay Fire Protection Service Amendment Bylaw No. 1385.10, 2019” be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.

CARRIED UNANIMOUSLY

Dashwood Fire Hall Alternative Approval Process Results

It was moved and seconded that “Dashwood Fire Hall Service Area Establishment Bylaw No. 1785, 2019”, be adopted.

CARRIED UNANIMOUSLY

It was moved and seconded that “Dashwood Fire Hall Loan Authorization Bylaw No. 1789, 2019”, be adopted.

CARRIED UNANIMOUSLY

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 2:22 PM

CHAIR

Delegation: Julie Sperber, Community Economic Development Officer, Gabriola Chamber of Commerce, re Overview of the Electoral Area B Economic Development Project

Summary: The Community Economic Development Officer (CEDO), Julie Sperber, will report on the developments of the Tourism and Economic Development project happening over the past 2 years in Electoral Area B.

Action Requested: This delegation is to request that the Gabriola Chamber has a new Service Agreement with the RDN for another 3 year term to provide Tourism and Economic Development services to Electoral Area B starting on April 1st 2020.

TO: Committee of the Whole**MEETING:** September 3, 2019**FROM:** Jeannie Bradburne
Director, Finance**FILE:** Not applicable**SUBJECT:** Community Works Fund Policy A2.24

Please note: The recommendation was varied by the Committee as follows:

That Community Works Fund Policy A2.24 be referred to the Electoral Area Services Committee.

RECOMMENDATION

That the Board adopt the attached Community Works Fund Policy A2.24

SUMMARY

The Regional District of Nanaimo does not have a Board policy on Community Works Funds. Funds have historically been allocated to projects on an ad hoc basis when requests are brought forward to the Board.

The proposed policy will provide guidance regarding the effective use of Community Works Funds. The policy also includes the process for external organizations to access the Regional District of Nanaimo's funding. Further, the policy establishes timing for the projects to be considered, which will allow inclusion in the annual financial plan, including an opportunity for public consultation.

BACKGROUND

The renewed Gas Tax Agreement (GTA) between Canada, British Columbia and the Union of British Columbia Municipalities (UBCM), and the 2014-2024 Community Works Fund (CWF) Agreement between the Regional District of Nanaimo (RDN) and UBCM took effect April 1, 2014. Under these agreements, local governments receive annual transfers which may be used for local priorities to improve public infrastructure. The current Agreement is in place until 2024. In 2019, based on per capita amounts for the electoral area population, \$1,756,240 before interest is expected for the RDN.

As a result of the Board decision made in 2007, each RDN electoral area is allocated funds based on population. Municipalities within the RDN receive funds separately from UBCM under the CWF program.

Guidance to determine which projects should be funded has not been established. Funds are allocated during the Financial Planning process for only select projects, and the rest of the funds

are allocated throughout the year when a request is brought forward by an Electoral Area Director.

A review of the Community Works Funds allocation of other Regional Districts was conducted. Allocation of funds varied greatly, including on the basis of population of electoral areas, organizational need, or a combination. A common process found was to permit external organizations to apply for funding by a set date each year for consideration against local government driven projects. The timing of these applications was always set to facilitate inclusion in the Financial Plan. With the exception of emergencies, allocation of funds to external organizations was not noted outside of this set period.

Proposed Community Works Fund Policy A2.24 will provide a framework for the allocation of the funds. The Policy will formalize the application process, allowing all requests to be considered simultaneously which will provide for public consultation¹ and inclusion in the annual Financial Plan². This will reduce the administrative burden and provide for a fair and transparent process. Further, additional funding for projects supporting the Strategic Plan will be provided. Use of the CWF for these projects will reduce the tax burden to the public.

Some examples of projects supported under the new policy include:

- Funding to support the RDN's asset management plans
- Infrastructure purchases to support social well-being such as playgrounds, tennis/pickleball courts, sports fields or facility upgrades
- Greenway and trail development to support low emission and efficient transportation
- Development of a housing needs assessment
- Development of a Transportation Master Plan
- Drinking water or wastewater capital projects

ALTERNATIVES

1. That the Board adopt Community Works Fund Policy A2.24.
2. To amend the proposed Community Works Fund Policy prior to adoption.
3. To not adopt the Community Works Fund Policy and continue with the current ad hoc practice for allocating Community Works Funds.

FINANCIAL IMPLICATIONS

The RDN is expected to receive \$1,756,240 in funding in 2019 with the potential of a bonus payment of a similar amount. It is projected that \$5,862,369 will remain unallocated at the end of the year.

¹ *Local Government Act*, Section 375 (1)

² *Local Government Act*, Section 401

STRATEGIC PLAN IMPLICATIONS

Growth Management - Fully develop our Asset Management Plan.

Community Works Funds supports the Value of Fiscal Responsibility and is used towards supporting other key strategic areas such as Growth Management.



Jeannie Bradburne
jbradburne@rdn.bc.ca
August 12, 2019

Reviewed by:

- D. Wells, General Manager, Corporate Services
- P. Carlyle, Chief Administrative Officer

Attachments

1. Community Works Fund Policy A2.24
2. Community Works Fund Application Form

REGIONAL DISTRICT OF NANAIMO

P O L I C Y

SUBJECT:	<i>Community Works Fund Policy</i>	POLICY NO:	A2.24
		CROSS REF.:	
EFFECTIVE DATE:	September 17, 2019	APPROVED BY:	Board
REVISION DATE:		PAGE:	1 of 2

PURPOSE:

The RDN receives funds each year from the Community Works Fund of the Government of Canada, under agreements between the Government of Canada, Province of British Columbia, Union of British Columbia Municipalities (UBCM), and the Regional District of Nanaimo (RDN). These funds are allocated to the RDN based on the population of the electoral areas. This policy is to govern consideration and evaluation of requests for financial assistance that are specific to the Community Works Gas Tax Funds allocated to the RDN.

DEFINITIONS:

“Funding Agreement” means the 2014 to 2024 Administrative Agreement on the Federal Gas Tax Fund in British Columbia.

“Contribution Agreement” means the agreement for community works funds for grantees between the Regional District of Nanaimo and an external organization.

POLICY:

1. To ensure fair consideration, public consultation, and inclusion in the financial plan, the RDN will only consider applications received no later than the last Friday in August. Proposals received after this date will only be presented to the Board if the project is considered an emergency.
2. Only projects qualifying under the criteria for the Community Works Fund as outlined in the Funding Agreement will be funded.
3. Population of the electoral areas shall be considered when determining the allocation of Community Works Funds.
4. The following project areas shall be given priority:
 - a) Projects which align with the strategic priorities of the RDN
 - b) Projects which address capacity building, including capital investment plans, integrated community sustainability plans, life-cycle cost assessments, and asset management plans of the RDN
 - c) Infrastructure projects that are owned or leased by the RDN
 - d) Projects with a regional focus or benefitting a larger portion of the population

5. External organizations receiving Community Works Funds will be required to enter into a Contribution Agreement with the RDN.
6. External organizations must:
 - a) Meet the definition of Ultimate Recipient in the Funding Agreement
 - b) Expend the funds consistent with the RDN's policies
 - c) Provide proof of future ownership or control of the asset for a minimum of the next five years
 - d) Comply with all terms set out in the Funding Agreement and the Contribution Agreement
 - e) Comply with all applicable regulations on the project

Community Works Fund Application			
Gas Tax Program Services – CWF Funding (UBCM)			
Project Title			
Date of Application			
Applicant Information			
Name of Organization			
Address			
City, Prov. Postal			
Phone No.		Fax No.	
Organization's Email			
Name of Contact		Contact's Email	
Project Time Line			
Project Commencement Date (yyyy/mm/dd)		Project Completion Date (yyyy/mm/dd)	
Land Ownership			
Ownership and legal description information is required for all parcels of land on which the proposed work will occur.			
Registered Owners of Land(s)			
Legal Description of Land(s)			
Crown Land Tenure/License No./Permit No.(s) If land is leased, attach a copy of the lease.			
Do you have the Landowner's written approval to complete the works on the land(s)?		<input type="checkbox"/> Yes (Attach supporting documentation) <input type="checkbox"/> No	
Compliance With Regulations			
The proponent shall in all respects abide by and comply with all applicable lawful rules, regulations and bylaws of the federal, provincial or local governments, or any other governing body whatsoever, in any manner affecting the Project.			
Have you consulted with a building official?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you applied and received a building permit?		<input type="checkbox"/> Yes, Permit No. _____ <input type="checkbox"/> No	
If No, please explain:			
Other Available Funding			
You must confirm other sources of funding if available.			
<input type="checkbox"/> Provincial Government Funding <input type="checkbox"/> Federal Government Funding		Other Funding (Please provide details.):	

Application Content

Must include all of the following:

1.0 - Description of the Project including management framework

1.1 - Project timeline and supporting documents

2.0 - Project budget

3.0 - Outline of project accountability including Final Report and Financial Statements

1.0 Description of the Project including management framework

(If needed, please provide additional information on separate page)

1.1 Project Costs including Timeline and Supporting Documents

(If needed, please provide additional information on separate page)

1.2 Project Impact

(If needed, please provide additional information on separate page)

1.3 Project Outcomes

(If needed, please provide additional information on separate page)

1.4 Project Team and Qualifications

(If needed, please provide additional information on separate page)

2.0 Project Budget

List eligible costs for this project below. These include all direct costs that are reasonably incurred and paid by the Recipient under the contract for goods and services necessary for the implementation of the Eligible Project. Attach supporting quotes and estimates.

[illegible]

2.1 Additional Budget Information		
(If needed, please provide additional information on separate page)		
3.0 Accountability Framework		
<p>The eligible recipient will ensure the following:</p> <ul style="list-style-type: none"> - Net incremental capital spending is on infrastructure or capacity building - Funding is used for Eligible Project and Eligible Costs - Project is implemented in diligent and timely manner - Provide access to all records - Comply with legislated environmental assessment requirements and implement environmental impact mitigation measures - Provide a Project Completion Report including copies of all invoices 		
4.0 Schedule of Payments		
<p>The RDN shall pay the grant to the proponent in accordance with the following schedule of payments:</p> <p>a) 100% upon signing of the Contract Agreement and providing copies of invoices/receipts or a quote.</p>		
5.0 Acknowledgement of Requirements		
<p>Gas Tax-funded projects aim to achieve national objectives: a clean environment; strong cities and communities; and productivity and economic growth.</p> <p>By signing below, the recipient agrees to prepare and submit a Project completion report outlining Project outcomes that were achieved and information on the degree to which the Project has contributed to the above mentioned objectives. The Project completion report must include financial information such as revenues and expenses and copies of invoices or receipts that support funding expenditures.</p>		
Authorized Signature for Proponent	Name	Date

REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE ELECTORAL AREA 'F' PARKS AND OPEN SPACE ADVISORY
COMMITTEE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO

Wednesday, September 11, 2019
6:00 P.M.
Annex Building (Coombs Fairground)

In Attendance:	Director L. Salter	Chair
	A. Dunn	Member at Large
	B. Smith	Member at Large
	K. Smith	Member at Large
	R. Shackleton	Member at Large
Regrets:	J. Fell	Member at Large
Also in Attendance:	Y. Gagnon	Manager, Parks Services
	R. Lussier	Parks Planner

CALL TO ORDER

The Chair called the meeting to order and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting takes place.

APPROVAL OF THE AGENDA

It was moved and seconded that the agenda be approved with the additions of: Springhill Road update, Parks report update.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Electoral Area 'F' Parks and Open Space Advisory Committee Meeting - May 22, 2019

It was moved and seconded that the minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held May 22, 2019 be adopted.

CARRIED UNANIMOUSLY

REPORTS

Springhill Road Site Update

Committee members requested that Chair Salter obtain feedback from Current Planning on subdivision applications that involved POSAC recommendations in 2019.

NEW BUSINESS

Parks Update Report

The Parks Update Report will be coming out for the next quarter with a new design by Y. Gagnon, the new Parks Manager.

Little Mountain Crown Lands

R. Shackleton recommended that the Regional District of Nanaimo secure the Crown Land known as Little Mountain as parkland given the community interest in the area including volunteer efforts to remove garbage from the lands. Y. Gagnon reviewed the many considerations needed to secure and designate land as a RDN Park.

It was moved and seconded that the Province of B.C. be approached requesting the Crown Forest Land known as Little Mountain be designated as a Regional District of Nanaimo Park.

CARRIED UNANIMOUSLY

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 7:25 PM.

CHAIR

TO: Electoral Area Services Committee **DATE:** October 8, 2019

FROM: Stephen Boogaards
Planner **FILE:** PL2019-169

SUBJECT: Development Variance Permit Application No. PL2019-169

3180 Adshead Road – Electoral Area A

That Part of Section 1, Range 1, Cedar District, Lying to the East of a Boundary Extending North 23 Minutes 30 Seconds East From a Point on the North Boundary of Section 7G, Oyster District, Distant 25.01 Chns. From the North West Corner of Said Section 7G, Including a Strip of Land in Oyster District Lying Between the South Boundary of Cedar District and North Boundaries of Section 7G and District Lot 21, Oyster District and Between Productions Southerly of the Easterly and Westerly Boundaries of the Hereinbefore Described Parcel, Except Parts in Plans 7035 and 18566

Parcel A (DD 10017N) of Section 1, Range 2, Cedar District

That Part of Section 1, Range 2, Cedar District, Lying to the West of the Westerly Boundary of Parcel A (DD 10017N) of Said Section and to the North of the Production Westerly of the Southerly Boundary of Said Parcel A

RECOMMENDATIONS

1. That the Board approve Development Variance Permit No. PL2019-169 to reduce the required setback from a proposed property line for an existing building that houses livestock from 30.0 metres to 16.5 metres subject to the terms and conditions outlined in Attachment 2.
2. That the Board direct staff to complete the required notification for Development Variance Permit No. PL2019-169.

SUMMARY

The applicant has applied for a development variance permit in conjunction with a subdivision application to recognize the location of an existing barn within 30.0 metres of a proposed property line. The subdivision will consolidate three lots into two lots, and adjust the property boundary to create a 2.0 hectare lot and a 18.5 hectare lot. The purpose of the subdivision is for succession of the property within the family, which will create a lot with the existing dwelling and a larger lot for the existing farm. The proposed configuration will situate a barn on the 2.0 hectare lot within the 30.0 metre setback. As the farming business will continue to occur on both proposed lots the barn will be necessary for the farm operation and as the building is on the smaller lot, there will be adequate building sites for residential uses that are not affected by the barn. The proposed dimensions and size are more efficient for agriculture on the 18.5 hectare lot than the existing

configuration. As the applicant has provided a suitable justification and no negative implications are anticipated from the variance, it is recommended that the Board approve the development variance permit pending the outcome of public notification and subject to the terms and conditions outlined in Schedules 1 and 2 of the draft development variance permit included as Attachment 2.

BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from Ray Haslam to vary the setback from a proposed property line for an existing building that houses livestock. The variance request is in relation to a subdivision application to consolidate three lots into two lots and adjustment to the lot boundary. The subject properties and related parcel in the subdivision application total 20.4 hectares in area. The subject properties are zoned Agriculture 1 Zone (AG1), Subdivision District 'D', pursuant to "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987". The properties and adjacent properties are located within the Agricultural Land Reserve (ALR) and are north of the Cowichan Valley Regional District boundary (see Attachment 1 – Subject Property Map).

The properties contain a dwelling, a mobile home, an accessory building and the barn and is serviced by well and onsite sewage disposal. The properties are also used for cattle farming by the family, and this agricultural operation includes the property across Adshead Road. As part of succession planning for the property, the three existing lots are proposed to be consolidated into a 2.0 hectare lot for the existing dwelling and an 18.4 hectare lot for the family currently operating the cattle farm. The farm business is proposed to continue on both lots following the subdivision.

The proposed subdivision to consolidate three lots into two lots is permitted within the ALR under Section 10 of the Agricultural Land Reserve General Regulation. The boundary adjustment is at the discretion of the Provincial Approving Officer provided that the subdivision will allow for the enhancement of farming on the agricultural land. However, the proposed configuration will situate the existing barn 16.5 metres from the proposed property line. Due to the size of the building, a 30.0 metre setback applies from the property line. The applicant identifies that the building has not been used to house animals, though provides shelter during feeding in the winter months. The building has no walls and currently houses the manger and storage for the bedding material for the animals.

Proposed Development and Variance

The applicant requests to reduce the minimum setback for a building housing livestock by varying the following regulations from the "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987":

- **3.3.10 a) VI.) – Setbacks – Buildings and Structures** to reduce the minimum setback for an existing building more than 50 m² that house any livestock, poultry, game or other furbearing farm animals from 30.0 metres to 16.5 metres.

Land Use Implications

The applicant proposes a subdivision that will require a variance as an existing barn will not meet setbacks to the proposed new parcel line. The subdivision will consolidate three lots into two lots, and adjust the property boundary to create a 2.0 hectare lot where the existing dwelling is located. This configuration will result in a lot (18.5 hectares) that is much larger than currently exists for farming purposes. However, as an existing building on the 2.0 hectare lot provides shelter for the animals, the 30.0 m setback for buildings that house livestock will apply from the new lot boundary.

“Board Policy B1.5 Development Variance Permit, Development Permit with Variance and Floodplain Exemption Application Evaluation” for evaluation of development variance permit applications requires that there is adequate demonstration of an acceptable land use justification prior to the Board’s consideration. The applicant identifies in the proposal that the configuration of the lots will be more efficient for agriculture. The location of property lines will enable the subdivision of a lot containing the dwelling while retaining a large contiguous parcel for farming as compared with the existing lot configuration (see Schedule 2 of Attachment 2 – Site Plan and Variance). The applicant has also identified that given the large size of Lot 2, a residential use would not likely be established in proximity of the barn.

With respect to the implications of the subdivision, the proposed configuration of the lot lines will protect agriculture and reduce development potential in the ALR. Currently, with three lots, the property owner may have three dwelling units as permitted by ALR regulations. With the reconfiguration of the lot lines, the property owner may only have two dwelling units as permitted by ALR regulations. Under the proposed subdivision Lot 1 will contain the conventional dwelling unit and Lot 2 will contain the mobile home. Therefore, the proposed lots have no further residential development potential unless one of the dwelling units are removed.

The requested variance will also benefit the existing farm operation. Currently, the farm business operates across the property boundaries for each subject property and on properties across Adshead Road. The barn is the only structure on the east side of Adshead Road that provides for the shelter and feeding of livestock for the farm business. Given that the barn is part of the continuation of the farm operation occurring on the properties, the new lot configuration will be more efficient for agriculture, and the subdivision will reduce residential development within the ALR the applicant has made reasonable efforts to address Policy B1.5 guidelines. While impacts are not anticipated for adjacent properties, the variance will only apply to the existing building and not for reconstruction of the building (see Schedule 1 of Attachment 2 – Terms and Conditions of Permit).

Intergovernmental Implications

The Ministry of Transportation and Infrastructure reviewed the subdivision application and issued Preliminary Layout Approval.

Public Consultation Implications

Pending the Electoral Area Services Committee’s recommendation and pursuant to the *Local Government Act* and the “Regional District of Nanaimo Development Application and Notification Procedures Bylaw No. 1776, 2018”, property owners and tenants of parcels located within a 50.0 metre radius of the subject property will receive a direct notice of the proposal and will have an opportunity to comment on the proposed variance prior to the Board’s consideration of the application.

ALTERNATIVES

1. To approve Development Variance Permit No. PL2019-169 subject to the conditions outlined in Schedules 1 to 2 of Attachment 2.
2. To deny Development Variance Permit No. PL2019-169.

FINANCIAL IMPLICATIONS

The proposed development has been reviewed and has no implications related to the Board 2019 – 2023 Financial Plan.

STRATEGIC PLAN IMPLICATIONS

The proposed development has been reviewed and the proposal will be consistent with Goal 4 Growth Management of the 2019 – 2022 Board Strategic Plan. As the proposal supports the continuation of an existing farm operation and uses a lot configuration that will enhance agriculture, the proposal is specifically consistent with action 4.1 - to protect agricultural lands and promote agriculture and food production in the region.



Stephen Boogaards
sboogaards@rdn.bc.ca
September 16, 2019

Reviewed by:

- P. Thompson, Manager, Current Planning
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

Attachments

1. Subject Property Map
2. Draft Development Variance Permit

SUBJECT PROPERTY
That Part of Section 1, Range 1, Cedar District Lying to the East of a Boundary Extending North 23 Minutes 30 Seconds East From a Point on the North Boundary of Section 7G, Oyster District, Distant 25.01 Chains From the Northwest Corner of said Section 7G, Including a Strip of Land in Oyster District Lying Between the South Boundary of Cedar District and the North Boundaries of Section 7G and District Lot 21, Oyster District and Between Productions Southerly of the Easterly and Westerly Boundaries of the Hereinbefore Described Parcel, Except Parts in Plans 7035 and 18566. PID:008752389

SUBJECT PROPERTY
Parcel A (DD 10017N) of Section 1, Range 2, Cedar District
PID:008752478

SUBJECT PROPERTY
That Part of Section 1, Range 2, Cedar District, Lying to the West of the Westerly Boundary of Parcel A (DD 10017N) of said Section and to the North of the Production Westerly of the Southerly Boundary of said Parcel A. PID:008752621

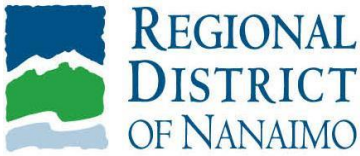
REGIONAL DISTRICT OF NANAIMO

COWICHAN VALLEY REGIONAL DISTRICT

CEDAR LAND DISTRICT

0 100 200 Meters

**Attachment 2
Draft Development Permit**

	<p>STRATEGIC & COMMUNITY DEVELOPMENT</p> <p>6300 Hammond Bay Road, Nanaimo, BC V9T 6N2 250-390-6510 or 1-877-607-4111 www.rdn.bc.ca</p> <p>DEVELOPMENT VARIANCE PERMIT NO. PL2019-169</p>
---	--

To: ("Permittee") Ray Berto Haslam

Mailing Address: 2356 133A Street, Surrey BC V4A 9S9

1. Except as varied or supplemented by this permit, the development variance permit is issued subject to compliance with all applicable bylaws and provincial and federal statutes and regulations.
2. This development variance permit applies only to those lands within the Regional District of Nanaimo described below, and all buildings, structures and other development thereon:

Legal Description: That Part of Section 1, Range 1, Cedar District, Lying to the East of a Boundary Extending North 23 Minutes 30 Seconds East From a Point on the North Boundary of Section 7G, Oyster District, Distant 25.01 Chns. From the North West Corner of Said Section 7G, Including a Strip of Land in Oyster District Lying Between the South Boundary of Cedar District and North Boundaries of Section 7G and District Lot 21, Oyster District and Between Productions Southerly of the Easterly and Westerly Boundaries of the Hereinbefore Described Parcel, Except Parts in Plans 7035 and 18566 ("the Lands")

Parcel A (DD 10017N) of Section 1, Range 2, Cedar District

That Part of Section 1, Range 2, Cedar District, Lying to the West of the Westerly Boundary of Parcel A (DD 10017N) of Said Section and to the North of the Production Westerly of the Southerly Boundary of Said Parcel A

Civic Address: 3180 Adshead Road P.I.D.:008-752-389/ 008-752-478/008-752-621

3. The Lands shall be developed strictly in accordance with the terms and conditions of this permit.
4. The Permittee as a condition of issuance of this permit agrees to comply with the conditions of Schedule 1, which is attached to and forms part of this permit.
5. The Permittee as a condition of issuance of this permit agrees to develop the Lands, in substantial compliance with the plans and specifications included in Schedule 2, which is attached to and form part of this permit.
6. With respect to the Lands, "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987" is varied as outlined in Schedules 1 and 2, which are attached to and forms part of this permit.
7. Subject to the terms of the permit, if the holder of the permit does not substantially start construction with respect to that which the permit was issued within two years after the date it is issued, the permit shall lapse in accordance with Section 504 of the *Local Government Act*.
8. This permit prevails over the provisions of the bylaw in the event of conflict.
9. Notice of this permit shall be filed in the Land Title Office at Victoria under Section 503 of the *Local Government Act*, and upon such filing, the terms of this permit or any amendment hereto shall be binding upon all persons who acquire an interest in the Lands affected by this permit.
10. This permit is not a building permit.

Authorizing Resolution to issue passed by the Board this XXth day of Month, 20XX.

Schedule 1 Conditions of Permit

The following sets out the terms and conditions of Development Variance Permit No. PL2019-169:

Bylaw No. 500, 1987 Variance

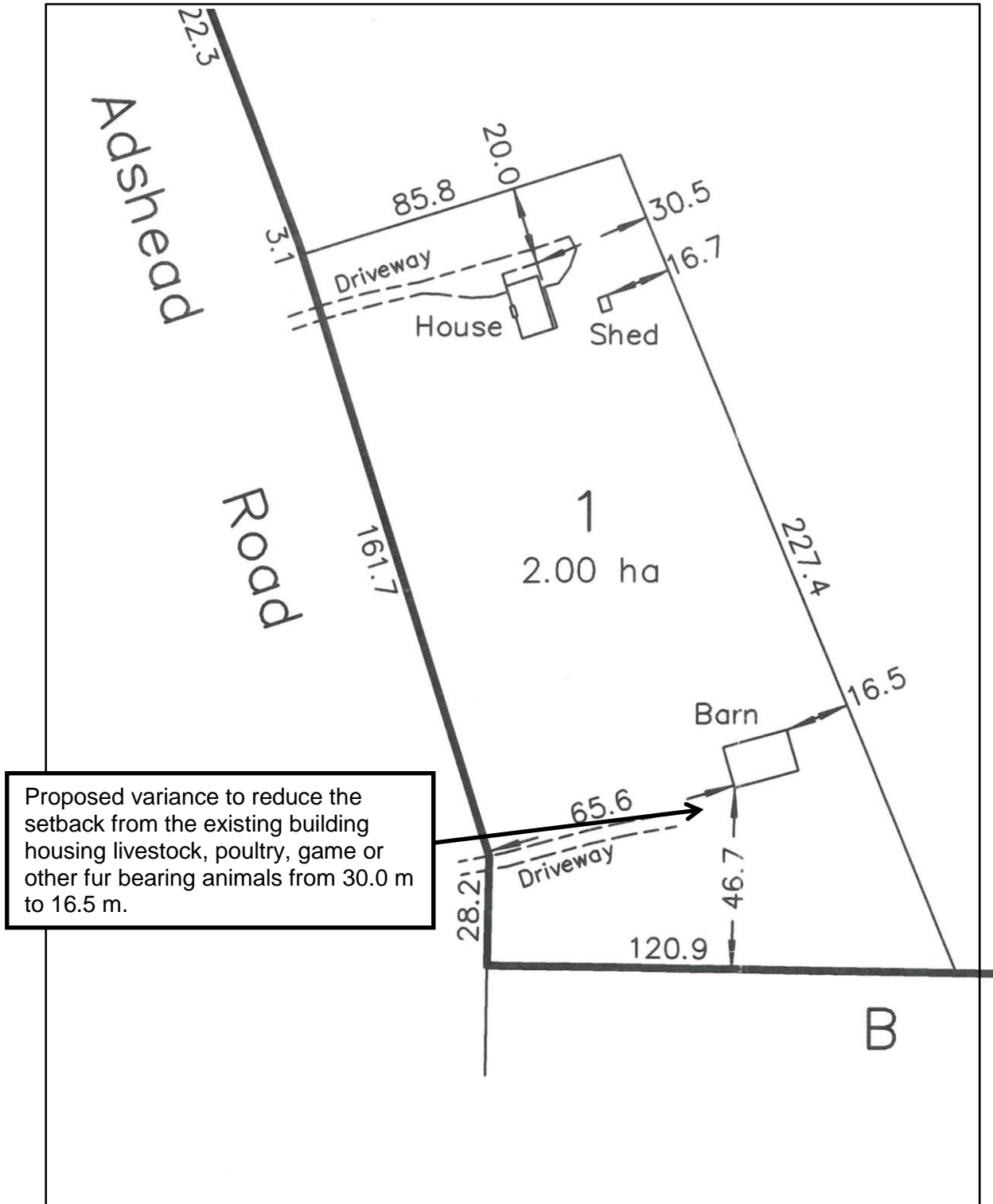
With respect to the lands, “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” is varied as follows:

2.3.10 a) VI.) – Setbacks – Buildings and Structures to reduce the minimum setback for an existing building more than 50 m² that house any livestock, poultry, game or other furbearing farm animals from 30.0 metres to 16.5 metres

Conditions of Approval

1. The site is developed in accordance with the Site Plan prepared by Turner Land Surveying dated May 17, 2018 and attached as Schedule 2.

Schedule 2
Site Plan and Variance (Page 2 of 2)



TO: Electoral Area Services Committee **MEETING:** October 8, 2019
FROM: Nick Redpath
Planner **FILE:** 6750-01
SUBJECT: Service Agreement with Gabriola Island Chamber of Commerce to Provide
Economic Development for Electoral Area B

RECOMMENDATION

That the Board defer entering into any new economic development service agreements until the review of economic development delivery models within the region has been completed.

SUMMARY

The Gabriola Island Chamber of Commerce (GICC) has requested that the Regional District of Nanaimo (RDN) enter into a new three-year service agreement through the Southern Communities Economic Development (SCED) Service for delivery of economic development and tourism marketing for Electoral Area B starting in 2020.

BACKGROUND

In November 2011, the RDN established the Southern Community Economic Development Service through Regional District of Nanaimo Bylaw 1648, 2011 (see Attachment 1 – Regional District of Nanaimo Bylaw No. 1648, 2011). The purpose of this service is to promote economic development in Electoral Areas A, B and C (the service area). The Bylaw allows the RDN to pay for this service by collecting property taxes in the service area. The maximum amounts to be collected each year started with \$125,000 in 2012, rising to a final annual maximum of \$191,000 in 2017 and each subsequent year. The Bylaw also allows the RDN to enter into an agreement with an economic development corporation owned by a local government.

With the dissolution of the Nanaimo Economic Development Commission and Tourism Nanaimo at the beginning of 2017, the GICC expressed an interest to provide tourism marketing and economic development for Gabriola Island. The GICC submitted their original request to the RDN in February of 2017 to seek funding through the SCED service.

The GICC entered into a three-year service agreement in October of 2017 that is due to expire in March of 2020 (see Attachment 2 – Southern Community Economic Development Service Agreement for Electoral Area B). Within this service agreement, the RDN agreed upon a service fee of \$159,925, with the final installment of \$65,000 being released to the GICC on September 13, 2019, thus completing the terms of the service agreement.

DISCUSSION

With the conclusion of the previous service agreement, the GICC has requested that the RDN enter into a new three-year service agreement through the SCED service to continue the delivery of economic development and tourism marketing for Electoral Area B commencing in 2020. As part of the request to enter a new service agreement, the GICC would need to provide a new Gabriola Island Economic Development Plan for the next three years outlining priorities, key activities, leaders and resource allocations based on identified economic priorities.

Prior to the RDN entering into any future service agreements, the SCED service through Bylaw 1648 will need to be amended as the service area currently includes Electoral Areas A and C, who no longer participate in the SCED service. The bylaw amendment process does not require elector approval and would include consent from the Director of Electoral Area B, three readings by the Board, followed by Provincial approval from the Inspector of Municipalities prior to final Board adoption, with an approximate timeline of four months.

The current review of economic development delivery models within the region is underway with an expected completion date in December 2019. As this review may result in the development of a new economic development service that may have implications for the surrounding electoral areas and member municipalities, it is recommended that any new economic development service agreements be deferred until such time that the review exercise has been completed.

ALTERNATIVES

1. To enter into a new three-year service agreement with the GICC.
2. To enter into a new one-year service agreement with the GICC.
3. To defer entering into any new economic development service agreements until the review of economic development delivery models has been completed.
4. To not enter into a three-year service agreement with the GICC.

FINANCIAL IMPLICATIONS

Alternative 1 – The SCED service through Bylaw 1648 allows for a total of \$191,000 to be collected on an annual basis to provide this service for Electoral Areas A, B and C. As part of the service fee agreed upon in the previous service agreement, the RDN paid the GICC a total of \$159,925 over a three-year period in annual installments. The terms and fees of a new three-year service agreement would be outlined within the Gabriola Island Economic Development Plan to be provided by the GICC.

Alternative 2 – As there will be a gap in economic development service post March 2020 between the expiry of the SCED agreement and start of possible new regional economic development service, a one-year agreement with GICC may also be considered.

Alternative 3 – The review of economic development delivery models within the region is underway and is funded within the 2019 budget. Once the review is complete, recommended options on the future of service delivery within the region and their financial implications will be presented.

Alternative 4 – There are no anticipated financial implications if the RDN does not enter into a new service agreement with the GICC.

STRATEGIC PLAN IMPLICATIONS

Economic Coordination - Develop a Regional Economic Development Strategy that addresses both overall regional goals as well as those of the municipal partners and electoral areas.

A review of economic delivery models within the region will help achieve Goal 6.0 of the Strategic Plan by initiating the process to develop a Regional Economic Development Strategy that addresses both overall regional goals as well as those of the municipal partners and electoral areas.



Nick Redpath
nredpath@rdn.bc.ca
September 23, 2019

Reviewed by:

- K. Fowler, Manager, Long Range Planning
- G. Garbutt, General Manager, Strategic and Community Development
- P. Carlyle, Chief Administrative Officer

Attachments:

1. Regional District of Nanaimo Bylaw No. 1648, 2011
2. Southern Community Economic Development Service Agreement for Electoral Area B

Attachment 1

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1648

A BYLAW TO ESTABLISH THE SOUTHERN COMMUNITY ECONOMIC DEVELOPMENT SERVICE

WHEREAS under section 796 of the *Local Government Act* a Regional District may operate any service the Board considers necessary or desirable for all or part of the Regional District;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to establish a service for the purpose of economic development;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained under section 801 of the *Local Government Act*;

AND WHEREAS participating area approval in each participating area has been obtained under section 801.5 of the *Local Government Act*.

NOW THEREFORE the Board of the Regional District of Nanaimo in open meeting assembled enacts as follows:

1. **Service**

- (a) The service established by this bylaw is the Southern Community Economic Development Service (the "Service") for the purpose of promoting economic development in the service area or that may benefit the service area;
- (b) Without limiting the scope of the service referred to in paragraph (a), for the purpose of the service the Regional District may enter into an agreement with an economic development corporation owned by a local government.

2. **Boundaries**

The boundaries of the service are coterminous with the boundaries of Electoral Areas 'A', 'B' and 'C'.

3. **Participating Areas**

The participating areas for the service are Electoral Areas 'A', 'B' and 'C'.

4. **Cost Recovery**

As provided in section 803 of the *Local Government Act*, the annual cost of providing the service shall be recovered by one or more of the following:

- (a) property value taxes imposed in accordance with Division 4.3 of Part 24 of the *Local Government Act*;
- (b) parcel taxes imposed in accordance with Division 4.3 of Part 24 of the *Local Government Act*;
- (c) fees and charges imposed under section 363 of the *Local Government Act*;
- (d) revenues raised by other means authorized by the *Local Government Act* or another Act;

5. **Maximum Requisition**

In accordance with section 800.1(1)(e) of the Local Government Act, the maximum amount that may be requisitioned annually for the cost of the service is:

One Hundred and Twenty-Five Thousand (\$125,000.00) Dollars in 2012, increasing by Thirteen Thousand (\$13,000.00) Dollars per year to a maximum of One Hundred and Ninety-One Thousand (\$191,000.00) Dollars in 2017 and each subsequent year.

6. **Citation**

This bylaw may be cited for all purposes as the "Southern Community Economic Development Service Establishing Bylaw No. 1648, 2011".

Introduced and read three times this 4th day of October, 2011.

Received the approval of the Inspector of Municipalities this 18th day of November, 2011.

Adopted this 22nd day of November, 2011.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Attachment 2

SOUTHERN COMMUNITY ECONOMIC DEVELOPMENT SERVICE AGREEMENT FOR ELECTORAL AREA B (Economic Development Services, 2017-2020)

THIS AGREEMENT made the _____ day of _____, 2017.

BETWEEN

GABRIOLA ISLAND CHAMBER OF COMMERCE

#6 – 480 North Road

Gabriola, B.C.

V0R 1X0

("GICC")

OF THE FIRST PART

AND

REGIONAL DISTRICT OF NANAIMO

6300 Hammond Bay Road

Nanaimo, B.C.

V9T 6N2

(the "Regional District")

OF THE SECOND PART

WHEREAS:

- A. The business community in Electoral Area B is represented by the Gabriola Island Chamber of Commerce ("GICC");
- B. The objective of the GICC is "to promote and improve trade and commerce and the economic health of the district";
- C. The Regional District has by Southern Community Economic Development Service Establishing Bylaw No. 1648, 2011 established the Southern Community Economic Development Service within the boundaries of Electoral Areas A, B, and C for the purpose of promoting economic development in the Service Area or that might benefit the Service Area;
- D. The Regional District wishes to provide for the service of promoting economic development within or that may benefit Electoral Area B by way of an agreement with GICC;
- E. The Regional District has authority under section 263(1)(a) of the Local Government Act to enter into this Agreement with GICC.

NOW THEREFORE in consideration of the foregoing and the covenants and agreements set out in this Agreement, the parties covenant and agree each with the other as follows:

1.0 DEFINITIONS

"Service Fee" means the amount payable by the Regional District to GICC in accordance with section 5 of this Agreement;

"Service Area" means Electoral Area B of the Regional District;

"Service" means the service of promoting tourism and economic development including marketing in or that may benefit the Service Area, as more particularly described in Section 7 of this Agreement.

2.0 PURPOSE OF THE AGREEMENT

2.1 The purpose of this Agreement is to provide for the terms and conditions for the provision of a service by GICC to the Regional District relating to programs and projects designed to provide tourism marketing for the Service Area.

3.0 SERVICE

3.1 The GICC shall provide the Service to the Regional District.

4.0 TERM

4.1 The term of this Agreement shall be from the 1st day of November, 2017 to the 31st day of March, 2020 (the "Term"), unless earlier unilaterally terminated by the RDN in its sole discretion on two weeks' written notice to the GICC.

5.0 REGIONAL DISTRICT SERVICE FEE

5.1 In consideration for the Service the Regional District shall pay to the GICC the Service Fee.

5.2 The Service Fee shall only be provided to the GICC subject to the following requirements being met to the satisfaction of the RDN:

1. A report on progress and outcomes provided on a monthly basis;
2. A report that links Key Performance indicators to actions provided on a quarterly basis.
3. Provision of an annual report that clearly shows the link between the actions of the GICC and economic benefits to Gabriola Island;
4. A report that shows how funding from the RDN has resulted in funding from other sources.

- 5.3 The Regional District shall pay to the GICC a Service Fee as follows:
1. For the period commencing November 1, 2017 and ending March 31, 2018, TWENTY NINE THOUSAND NINE HUNDRED TWENTY FIVE DOLLARS (\$29,925.00) on November 1st 2017.
 2. For the period commencing April 1, 2018 and ending March 31, 2019, SIXTY FIVE THOUSAND DOLLARS (\$65,000) on August 1, 2018
 3. For the period commencing April 1, 2019 and ending March 31, 2020, SIXTY FIVE THOUSAND DOLLARS (\$65,000) on August 1, 2019

6.0 COMMITMENTS OF THE REGIONAL DISTRICT

- 6.1 The Regional District shall engage and inform the staff of the GICC of matters that may be of relevance to the delivery of the Service.

7.0 SERVICE

- 7.1 The Service to be provided by the GICC to the Service Area, under this Agreement includes but is not limited to:
- (a) Economic development and tourism marketing in accordance with Attachment 1 – Gabriola Island's Economic Development Plan for 2017-2019.
 - (b) Preparation and presentation of reports regarding the activities of the GICC related to the Service, including the following reporting in accordance with Attachment 1:
 - i. Annual Work/Operations Plan
 - ii. Progress and Outcomes reported on a monthly basis
 - iii. KPIs linked to actions reported on a quarterly basis
 - (c) Preparation and presentation of a Human Resource Plan, Financial Plan and a Communications Plan in accordance with Attachment 1.

8.0 NO LEGAL PARTNERSHIP

- 8.1 Nothing in this Agreement shall be interpreted as creating an agency, legal partnership or joint venture relationship between the GICC and the Regional District. The GICC will be an independent contractor of the Regional District.

9.0 INDEMNITY

- 9.1 The GICC will indemnify and save harmless the Regional District from any and all losses, claims, damages, or expenses arising from or due to the negligence of GICC in performing the functions and responsibilities of GICC under the terms of this agreement or GICC's breach of the terms of this Agreement.

10.1 It is hereby mutually agreed that any notice required to be given under this Agreement will be deemed to be sufficiently given if:

- if to the GICC: #6 – 480 North Road
Gabriola, B.C.
V0R 1X0
Attention: Chamber Manager

Unless otherwise specified herein, any notice required to be given under this Agreement by any party will be deemed to have been given if mailed by prepaid registered mail, or sent by facsimile transmission, or delivered to the address of the other party set forth in this Section of this Agreement or at such other address as the other party may from time to time direct in writing, and any such notice will be deemed to have been received if mailed or faxed, 72 hours after the time of mailing or faxing and, if delivered, upon the date of delivery. If normal mail service is interrupted by strike, slow down, force majeure or other cause, then a notice sent by the impaired means of communication will not be deemed to be received until actually received, and the party sending the notice must utilize any other such services which have not been so interrupted or must deliver such notice in order to ensure prompt receipt thereof.

11.1 Time shall be of the essence of this Agreement.

12.1 This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, administrators, executors, successors, and permitted assigns.

SCED Service Agreement Area B (Ec Dev) / Oct 20 '17

- 13.1 The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

14.0 CUMULATIVE REMEDIES

- 14.1 No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.

15.0 ENTIRE AGREEMENT

- 15.1 This Agreement when executed will set forth the entire agreement and understanding of the parties as at the date hereof with respect to the subject matter hereof and supersede all prior agreements and understandings among the parties with respect to the subject matter hereof and there are no oral or written agreements, promises, warranties, terms, conditions, representations or collateral agreements whatsoever, express or implied, other than those contained in this Agreement.

16.0 FURTHER ASSURANCES

- 16.1 Each of the parties will do, execute or deliver or cause to be done, executed and delivered all such further acts, documents and things as may be reasonably required from time to time to give effect to this Agreement.

17.0 AMENDMENT

- 17.1 No amendment, waiver, termination or variation of the terms, conditions, warranties, covenants, agreements and undertakings set out herein will be of any force or effect unless they are reduced to in writing and duly executed by all parties to this Agreement.

18.0 STATUTORY POWERS

- 18.1 Nothing in this Agreement is to be interpreted as affecting or restricting the exercise by the Regional District of any statutory power, duty or function, which may be fully exercised as if this Agreement had not been executed by the parties.

19.0 ASSIGNMENT

- 19.1 No assignment of this Agreement shall be made by either party without the written consent of the other. A party's consent to assign will not release or relieve the party from its obligations to perform all the terms, covenants and conditions that this Agreement requires a party to perform and the party requesting the assignment shall pay the other party's reasonable costs incurred in connection with the party's request for consent.

20.0 GOVERNING LAW

20.1 This Agreement shall in all respects be governed by and be construed in accordance with the laws of the Province of British Columbia.

IN WITNESS WHEREOF the parties hereto have set their hands and seals as of the day and year first above written.

Gabriola Island Chamber of Commerce)

by its authorized signatories)

)

)

)

_____)

Name:)

)

_____)

Name:)

REGIONAL DISTRICT OF NANAIMO)

by its authorized signatories)

)

)

)

_____)

Name:)

)

_____)

Name:)

TO: Electoral Area Services Committee **DATE:** October 8, 2019

FROM: Greg Keller
Senior Planner **FILE:** PL2019-180

SUBJECT: **Floodplain Management Site-Specific Bylaw Exemption Application No. PL2019-180**
2516 Pylades Drive – Electoral Area A
Lot A, Section 7, Range 6, Cedar District, Plan EPP83626

RECOMMENDATION

That the Board approve Floodplain Bylaw Exemption Application No. PL2019-180 to permit the construction of a dwelling unit subject to the conditions outlined in Attachments 2 to 5.

SUMMARY

To consider a site-specific exemption pursuant to “Regional District of Nanaimo Floodplain Management Bylaw No. 1469, 2006 (Bylaw 1469) to permit a dwelling unit to be constructed at an elevation which is less than the Flood Construction Level (FCL) required by Bylaw 1469. The proposal from the applicant is to build at an elevation below the FCL and install the protective works at some time in the future. Bylaw 1469 requires that the protective works be identified and constructed to provide protection to the year 2100. As the protective works have been identified, the site-specific exemption could be approved provided the protective works are in place at the time of construction of the dwelling. If the protective works are not provided, then the requirements for a site-specific exemption have not been met and an exemption cannot be granted.

BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from Seward Developments Ltd. on behalf of Stephen and Anne Cooper to permit the construction of a dwelling unit at an elevation which is less than the FCL required by Bylaw 1469. The subject property is approximately 1,600 m² in area and is zoned Residential 2 Zone (RS2), pursuant to “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”. The property is located to the southeast of the Strait of Georgia and is adjacent to other residential properties (see Attachment 1 – Subject Property Map). The topography of the subject property slopes down from Pylades Drive towards a bedrock ridge formation located adjacent to the ocean the top of which varies in elevation from 4.2 metres to 4.5 metres geodetic. This bedrock ridge formation then slopes steeply down approximately 2.0 – 3.0 metres to the ocean.

The property currently contains an existing dwelling unit, boat ramp, and paved seating area. The existing dwelling unit is located on the west portion of the property approximately 8.0 metres from Pylades Drive at a ground elevation of approximately 5.2 metres geodetic. The applicants are proposing to decommission and convert the existing dwelling unit to an accessory building to allow for the construction of the proposed dwelling. The proposed dwelling unit is located on the east side of the subject property (nearest the ocean) with elevations which vary from approximately 3.1 metres to 4.4 metres geodetic at natural grade. In addition, the proposed dwelling unit is located approximately 6.5 metres from the top of the bank at its closest point.

Prior to submission of this application, the applicants have received three RDN approvals in relation to the development of the subject property as follows:

1. Board of Variance (BOV) Appeal No. PL2018-113 was approved on August 8, 2018, to reduce the minimum setback from the top of slope of 30% or greater adjacent to the sea from 8.0 metres to 6.5 metres to permit a portion of the deck to be constructed 1.5 metres into the setback.
2. Development Permit (DP) PL2018-053 was issued on September 18, 2018, to permit driveway access and boat ramp improvements. Note, the dwelling unit did not require a DP as it is located more than 15.0 metres from the natural boundary of the sea (outside of the Development Permit Area (DPA)).
3. BOV Appeal No. PL2019-017 was approved on May 8, 2019, to increase the dwelling unit height from 8.0 metres to 8.44 metres to address high groundwater levels which were unexpectedly discovered during excavation.

In addition to the above RDN approvals, Bylaw 1469 was amended on December 4, 2018, in recognition of the adoption of amendments to the Province of BC's Flood Hazard Area Land Use Management Guidelines (Provincial Guidelines) to incorporate sea level rise into planning and future development. Prior to the adoption of the amendments, Bylaw 1469 specified a standard FCL of 1.5 metres above the natural boundary for all coastal properties. Now that Bylaw 1469 incorporates sea level rise considerations, the FCL has increased in response. As a result, the previously designed dwelling unit does not meet the current FCL requirements.

The amendments to Bylaw 1469 were introduced for the Board's consideration after the applicant had obtained BOV Appeal PL2018-113 and DP PL2018-053. BOV Appeal PL2018-113 was approved after the adoption of the amendments to Bylaw 1469 (see Attachment 5 – RDN Approvals Timeline). It should be noted that Bylaw 1469 was amended while the project was late in the planning stages. Unlike subdivision applications which benefit from protection against bylaw amendments for a period of 12 months after a bylaw is adopted provided the subdivision application is received prior to adoption of the bylaw as per section 511 of *The Local Government Act*, building permit applications do not benefit from the same protections. Therefore, regardless of what previous efforts and applications have been made, the current floodplain management bylaw must be applied.

At the time of submitting the building permit application for the proposed dwelling unit in May 2019, it was discovered that the proposed dwelling unit had to be elevated more than the property owners anticipated to meet FCL. The applicants met with staff to discuss the possibility of construction of habitable space below FCL through the site-specific floodplain management

bylaw exemption process. The applicants were provided with copies of the applicable bylaw and policies and it was explained that all applications for site-specific floodplain management bylaw exemptions must be accompanied by an engineer's report certifying that the property is safe for the use intended and must satisfy the requirements outlined in Bylaw 1469. In an email to the applicant, staff advised that given the circumstances related to this property and the change in FCL due to amendments to Bylaw 1469 that if the engineering report reflected the requirements in the bylaw for a site specific floodplain management bylaw exemption for the construction of habitable space below FCL, that staff would recommend support.

In response, the property owners indicate that elevating the proposed dwelling unit to meet the required FCL is not possible given the proposed design and have submitted this floodplain management bylaw exemption application supported by a report by an engineering prepared with a professional with experience in floodplain and coastal management. .

Proposed Development

The proposal is to construct a dwelling unit with a proposed FCL (top of concrete slab) at an elevation of 3.65 metres geodetic (see Attachment 3 – Site Plan and Attachment 4 – Building Elevations). As the proposed FCL is approximately 1.0 metre less than what has been identified by the applicants' engineer, a site-specific exemption is required. As the proposed dwelling unit is located outside of the Marine Coast DPA, and the applicants have demonstrated an exemption from the Yellowpoint Aquifer Protection DPA, a DP is not required.

Land Use and Development Implications

Bylaw 1469 provides the ability for an applicant to apply for a site-specific exemption to allow a property to be developed in a way which is inconsistent with the bylaw.

To apply for an exemption, applicants must provide the information required by Bylaw 1469, which includes submission of a report from a Professional Engineer or Geoscientist to certify that the property can be safely used for the intended use. In addition, the report must certify protection from sea level rise to the year 2100 and a section 219 covenant must be registered respecting the use and development of the land including an indemnity in favour of the RDN (see Attachment 2 – Conditions of Approval).

In support of this application, the applicants have submitted a Geotechnical Assessment – Flood Construction Level prepared by Ryzuk Geotechnical Engineering & Materials Testing dated September 5, 2019, (Assessment). The Assessment specifies an FCL of 4.65 metres geodetic is applicable based on the methodology outlined in the Provincial Guidelines for Management of Coastal Flood Hazard Land Use.

The Assessment indicates that it is safe to build at an elevation of 3.5 metres geodetic based on the assumption that sea level rise is foreseeable and the public has sufficient time to protect themselves and their assets before inundation would occur. The Assessment confirms the presence of a bedrock ridge that protects the subject property from coastal erosion and regression as well as inundation up to an elevation of 4.2 metres geodetic. In recognition that the lowest elevation of the ridge is less than the established FCL (4.65 metres geodetic), the Assessment states that it may be necessary, at some time during the anticipated lifespan of the proposed dwelling unit (50 to 75 years), to design and construct a seawall up to an elevation of 4.65 metres geodetic tying into the higher elevation rock to the north and south, or to raise the dwelling unit to meet the 4.65 metre FCL.

To comply with the required 4.65 metre FCL, the top of the concrete slab of the proposed dwelling unit would have to be elevated approximately 1.25 to 1.55 metres above natural grade or alternatively could be constructed at natural grade without being elevated on land located above FCL in the location of the existing dwelling unit (proposed accessory building). The applicants are proposing to build at an elevation of 3.65 metres geodetic which requires the top of the concrete slab to be elevated by approximately 0.25 to 0.55 metres from natural grade. Elevating the proposed dwelling unit to meet FCL is consistent with what would be expected on other coastal properties and is not anticipated to unreasonably hinder development of the property.

In accordance with Section 20(b) of Bylaw 1469, site-specific floodplain bylaw exemptions must certify protection from sea level rise to the year 2100. Bylaw 1469 requires that protective works be identified and constructed to provide protection to the year 2100. Construction of the seawall, concurrently with the proposed dwelling unit, is required to satisfy the requirements of Bylaw 1469. Therefore, support for the proposed site-specific floodplain management bylaw exemption is subject to construction of the seawall concurrently with construction of the proposed dwelling unit. Without the seawall being constructed concurrently, the proposal does not meet the site-specific exemption criteria in Bylaw 1469.

It should be noted that the applicants are opposed to constructing a seawall and to raising the proposed dwelling unit to the recommended 4.65 metre geodetic FCL at this time.

In relation to the seawall, the applicants have not provided a site plan, engineered drawings, or an assessment of potential impacts on adjacent properties at this time. However, based on available elevation data for the site, it is anticipated that the seawall would be less than 1.0 metre in height and would not be considered a structure subject to minimum setback requirements. The seawall could be located outside of the Marine Coast DPA, limiting potential impacts to neighbouring properties and minimizing potential environmental impacts.

“Board Policy B1.5 Development Variance Permit, Development Permit with Variance and Floodplain Exemption Application Evaluation” for evaluation of Floodplain Bylaw Exemption Applications (Policy B1.5) requires that the proposed exemption is necessary and that it be supported by an adequate demonstration of an acceptable land use justification prior to the Board's consideration. In this case, the applicant must demonstrate that the following be consistent with the policy:

- there are no other practical building sites located on the subject property;
- the applicant has exhausted all other options including variances; or,
- it is not practical to develop the subject property without an exemption.

In order to address Policy B1.5, the applicant cites unique topography and site constraints. The applicant has not provided adequate justification in support of the exemption as there are other practical building sites located on the subject property and dwelling unit height is not impacted by FCL. Further, based on other examples of residential development on coastal properties, it has been shown that it is possible to develop a coastal property without an exemption.

Despite the application not being consistent with Policy B1.5 as proposed, constructing a seawall would protect against the potential impacts of sea level rise until the year 2100. The recommended works satisfy the intent of the policy by minimizing potential for flood damages

during the anticipated lifespan of the dwelling unit. Based on the above, the applicants have made reasonable efforts to address Policy B1.5.

While the proposed dwelling unit could be constructed in accordance with Bylaw 1469, the applicants have confirmed that the property can be used safely for the use intended provided mitigative actions are taken. A seawall as identified in the geotechnical assessment would provide protection to the proposed dwelling unit until the year 2100. Although the FCL has been identified and the protective works have been identified constructing the house below FCL without the protective works in place does not meet the requirements for a site specific exemption. The application can be approved if the protective measures are taken. The recommendation is for the Board to approve the requested Floodplain Bylaw Exemption subject to construction of the seawall.

ALTERNATIVES

1. To deny Floodplain Management Bylaw Exemption Application No. PL2019-180.
2. To approve Floodplain Management Bylaw Exemption Application No. PL2019-180 in accordance with Bylaw 1469 with protective works that will provide protection from sea level rise to the year 2100.
3. To approve Floodplain Management Bylaw Exemption Application No. PL2019-180 as requested.

FINANCIAL IMPLICATIONS

The proposed development has no implications related to the Board 2019 – 2023 Financial Plan.

STRATEGIC PLAN IMPLICATIONS

Goal 1 “Climate Change” recommends immediate actions towards adaptation and mitigation. The requirement to raise the dwelling unit or construct a sea wall is consistent with this goal as it will help mitigate the impacts of climate change and sea level rise.



Greg Keller
gkeller@rdn.bc.ca
September 24, 2019

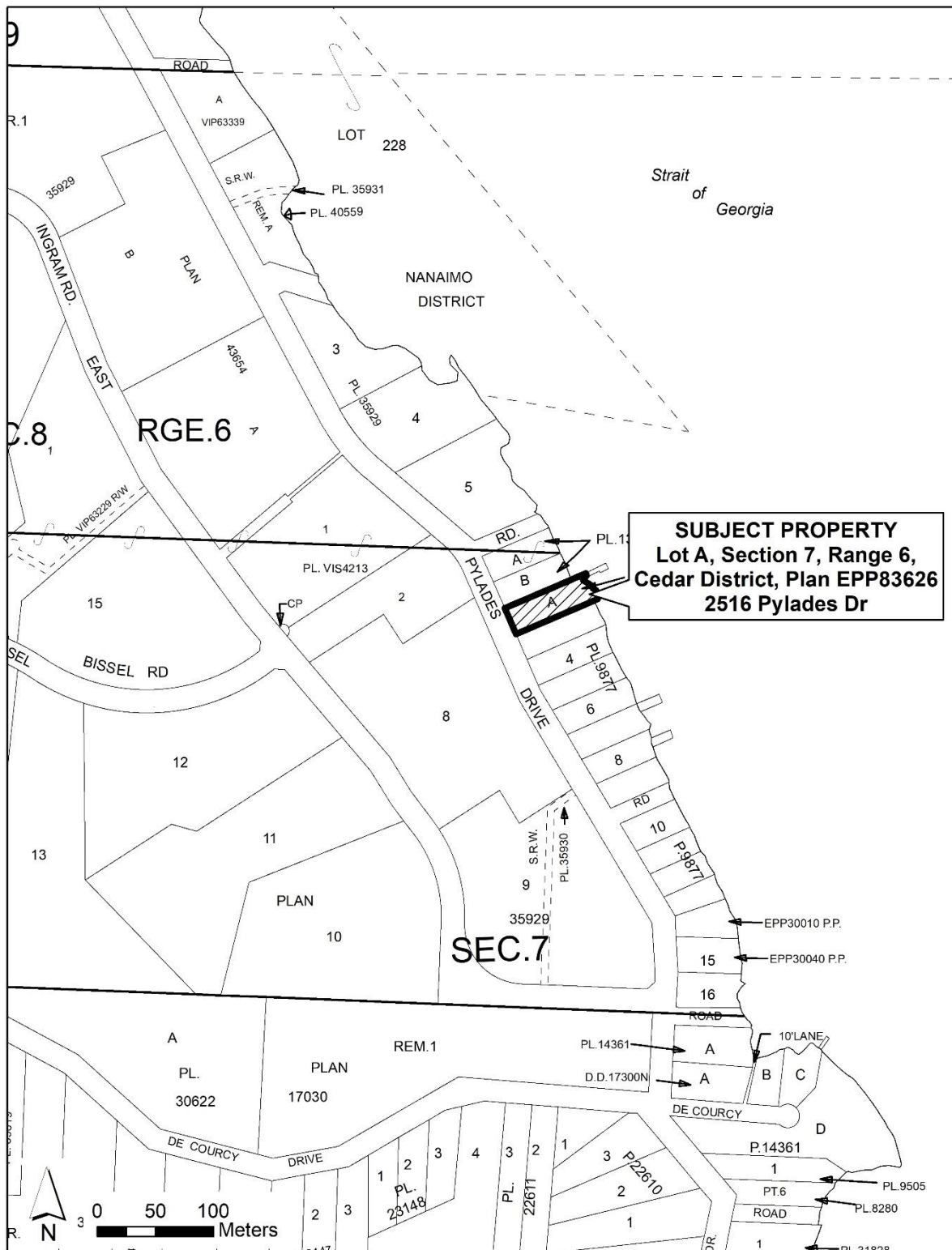
Reviewed by:

- P. Thompson, Manager, Current Planning
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

Attachments

1. Subject Property Map
2. Conditions of Approval
3. Site Plan
4. Building Elevations
5. Summary of RDN Approvals Timeline

**Attachment 1
Subject Property Map**



Attachment 2 Conditions of Approval

Conditions of Approval

The Following is to be completed to the satisfaction of the RDN prior to the issuance of a building permit for the proposed dwelling unit.

1. The Permittee shall, at the applicant's expense, and to the satisfaction of the RDN, register a Section 219 Covenant respecting the use and development of the land on the property title containing the Geotechnical Hazard Assessment prepared by Ryzuk Geotechnical Engineering & Materials Testing, dated September 5, 2019, to include an indemnity in favour of the RDN to indemnify and save harmless the RDN against any loss or damage with respect to the flooding to the property, or flood damage to the land, structures and contents thereof, or any injury (including death) to any person or animal arising from the flooding of the property or flood damage to the land.
2. With respect to the seawall, the Permittee shall, at the Permittee's expense, and to the satisfaction of the RDN, submit a site plan prepared by a BC Land Surveyor, engineered drawings of the required seawall, and an assessment of potential impacts on adjacent properties.

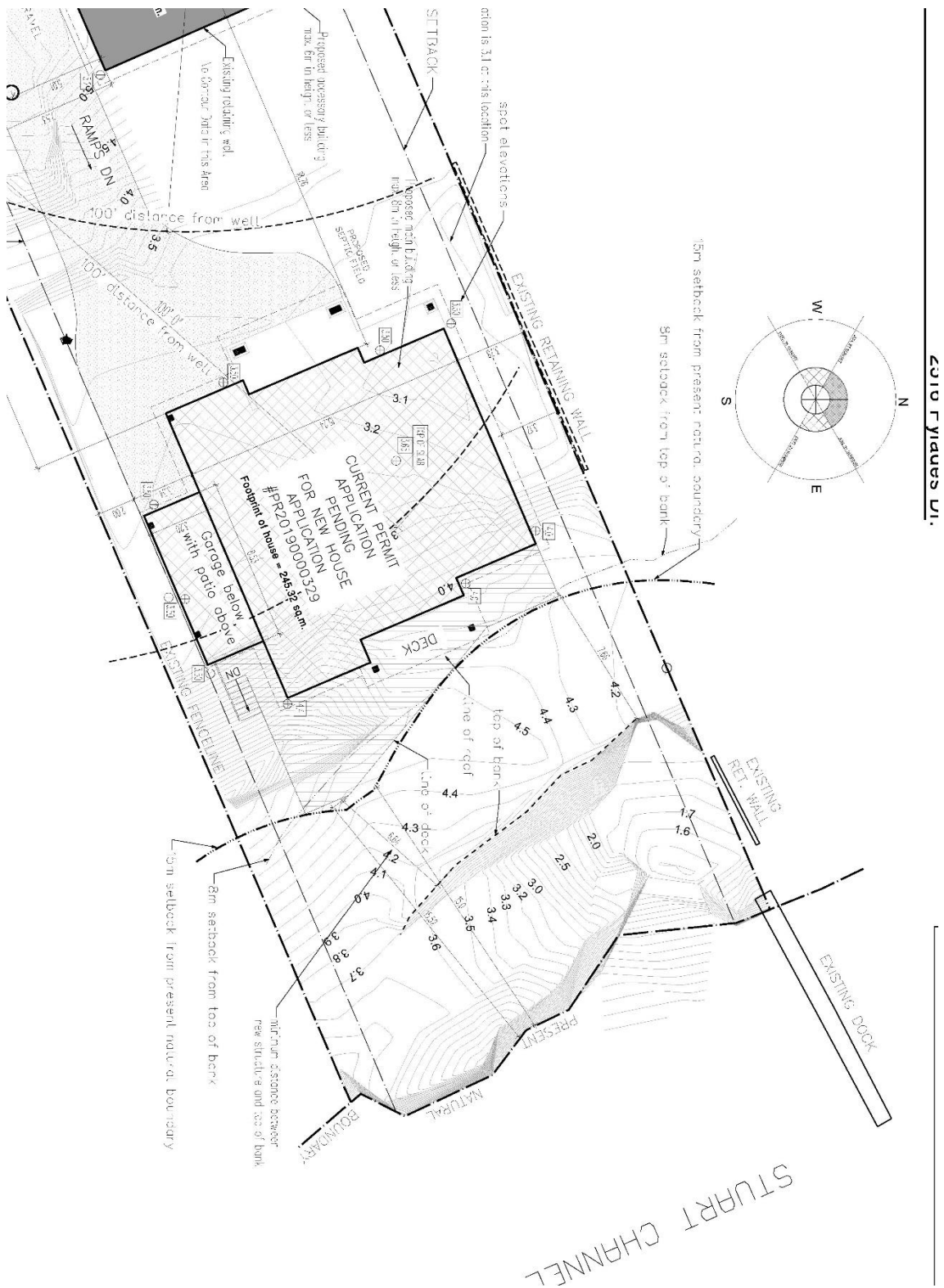
The Following is to be completed to the satisfaction of the RDN prior to occupancy of the proposed dwelling unit.

The Permittee shall, at the Permittee's cost and to the satisfaction of the RDN construct a seawall, to the design specifications and location agreed to in number 2 above, prior to the issuance of occupancy, to a minimum elevation of 4.65 metres geodetic.

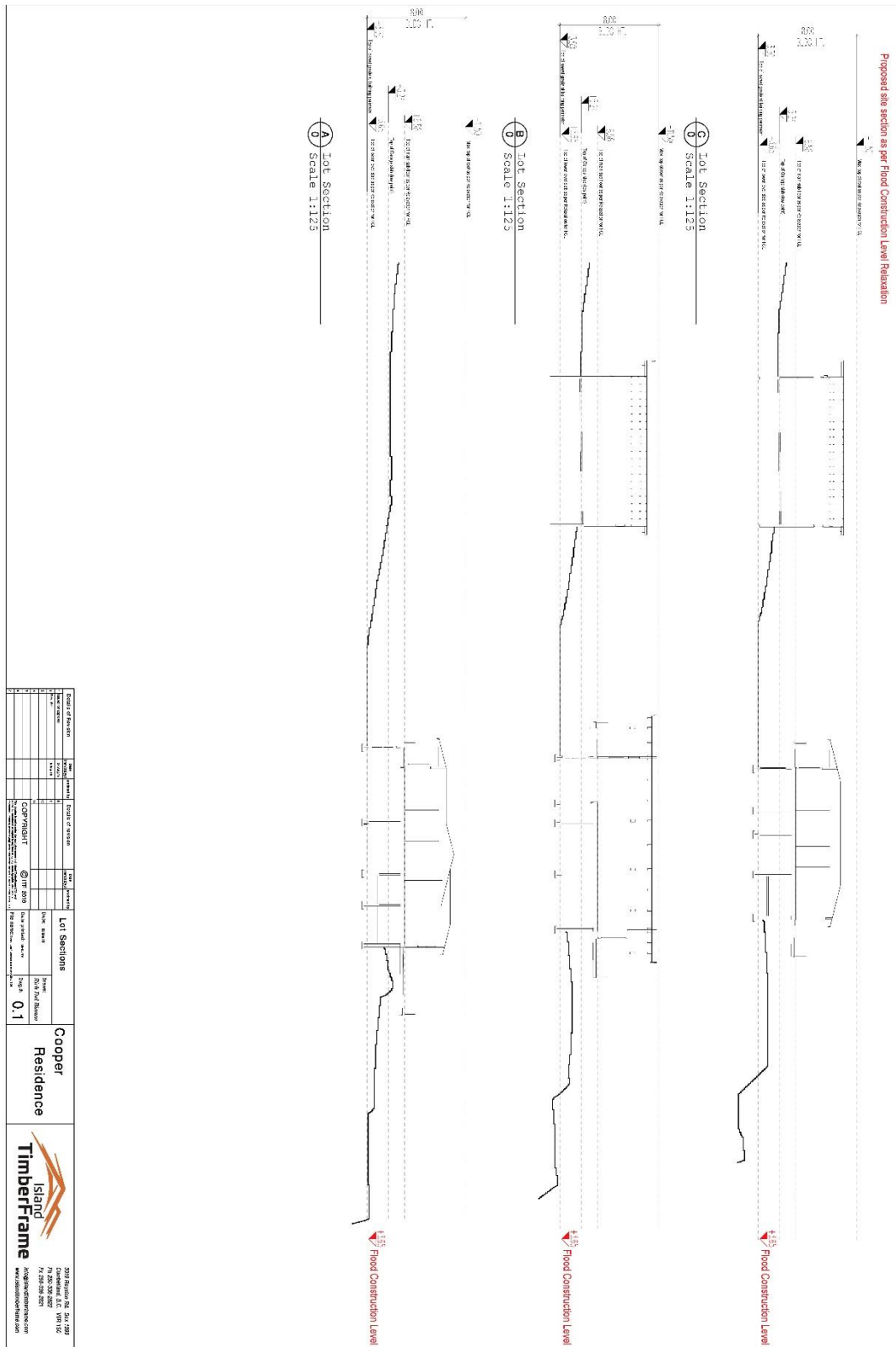
General Conditions

1. The Lands are developed in accordance with the Site Plan prepared by Island Timberframe, dated March 22, 2018 and attached as Attachment 3.
2. The Lands shall be developed in general compliance with the plans and elevations prepared by Island Timberframe, dated March 22, 2018 and attached as Attachment 3.

Attachment 3 (Page 2 of 2)
Site Plan – Enlarged for Convenience

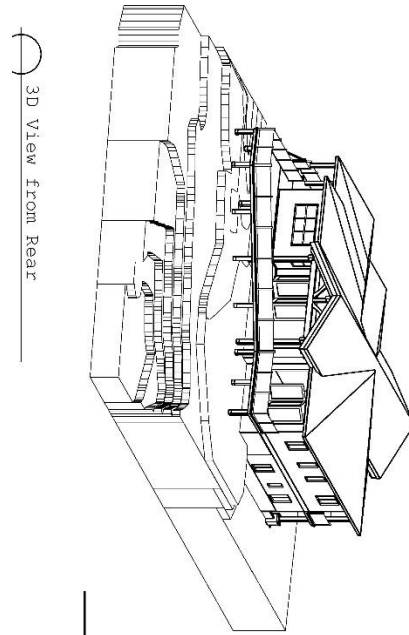


Attachment 4 (Page 1 of 3)
Building Elevations – Cross Sections

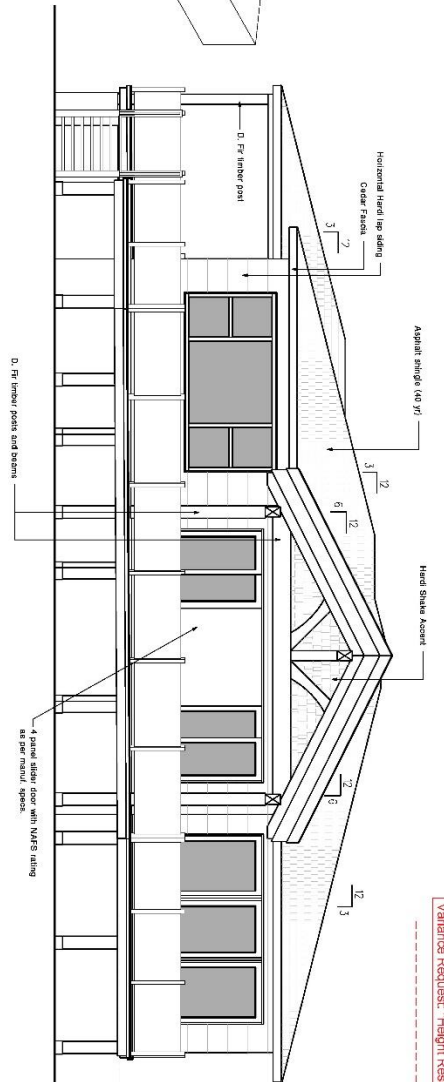


Attachment 4 (Page 2 of 3)
Building Elevations – Enlarged for Convenience

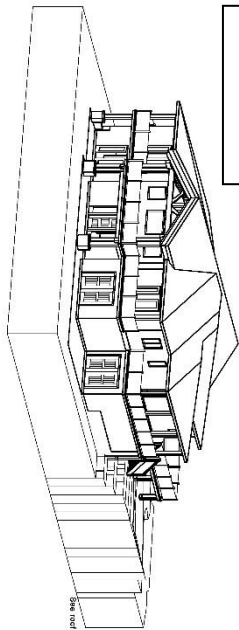
Back Side



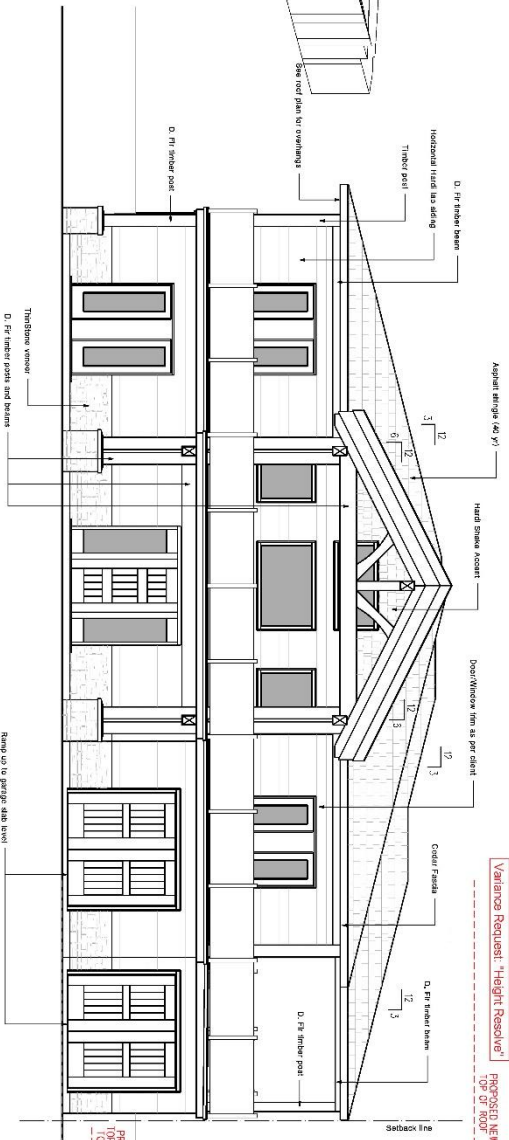
3D View from Rear



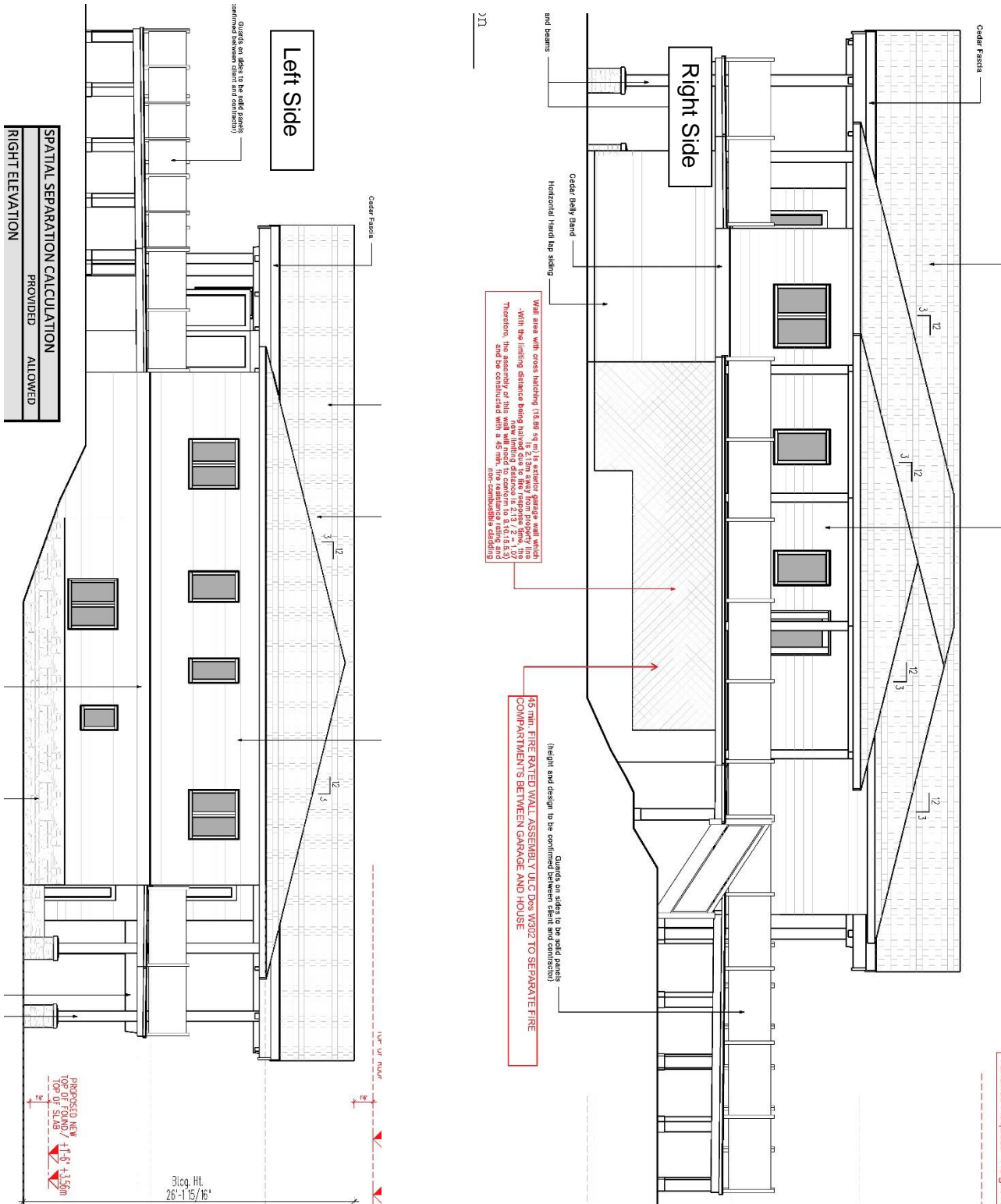
Front Side



3D View from Front



Attachment 4 (Page 3 of 3)
Building Elevations – Enlarged for Convenience



Attachment 5 Summary of RDN Approvals Timeline

Date	Item/Description
April 4, 2018	Received application for development permit with variance. Originally for boat ramp within development permit area and deck within setback to top of bank.
June 24, 2018	Site visit was conducted. The bluff appeared well above the natural boundary (more than the bylaw requirement of 1.5 metres which applied at that time). The development permit guidelines also did not address flood or hazard protection at that time. Planning staff did not have authority to require a flood hazard assessment to address sea level rise through the DP process.
June 28, 201	In response to insufficient information and rationale provided by the applicant in relation to DP PL2018-053 and a board deadline, to save the applicants time, the applicants were given the option to pursue the variance through the Board of Variance (BOV) if they felt there was a hardship as the BOV had a meeting scheduled before the next available Board meeting. The boat ramp was to be dealt with through a delegated development permit application.
August 8, 2018	BOV Appeal PL2018-113 was approved to allow the setback to top of bank for the deck to be reduced.
September 18, 2018	Development Permit PL2018-053 for the boat ramp was approved.
October 16, 2018	Floodplain bylaw amendments receive first and second reading by the Board.
December 4, 2018	Floodplain bylaw amendments adopted by the Board.
April 12, 2019	BOV* application PL2019-017 to permit the dwelling unit height to be increased was submitted.
May 8, 2019	BOV Appeal PL2019-017 was approved.
May 9, 2019	Application for building permit received.
May 28, 2019	RDN Building Inspection requires a survey to determine dwelling unit height in relation to geodetic elevations and indicates a report from a geotechnical engineer may be required in accordance with Bylaw 1469 pending the results of the survey.
June 17, 2019	RDN Building Inspection requires the applicant to provide a report from a professional engineer in accordance with Bylaw 1469.
July 15, 2019	Applicants provide draft Geotechnical Assessment prepared by Lewkowich Engineering Associates Ltd. which specifies a minimum FCL of 4.95 metres geodetic. Applicants determine that they do not wish to construct to the recommended FCL.
August 13, 2019	Met with applicants to discuss requirements for Floodplain Bylaw Exemption.
September 5, 2019	Application for site-specific floodplain management bylaw site-specific exemption received.

*It should be noted that the BOV is an independent body and process that does not provide the opportunity for staff to conduct an in-depth review of the appeal or require development approval information.

TO: B POSAC, EW/PV POSAC, E POSAC, F POSAC, G POSAC, H POSAC, EA A Parks, Recreation and Culture Commission, Electoral Area Services Committee, Regional Parks and Trails Select Committee

MEETING: October 8, 2019

FROM: Yann Gagnon
Manager of Parks Services

SUBJECT: Parks Summer 2019 Update Report

RECOMMENDATION

That the Parks Summer 2019 Update Report be received as information.

SUMMARY

Parks staff continue to work on projects identified in the 2019 Parks Work Plan and the RDN Operational Plan.

Mount Benson Parking Facilities RP-S4-1.20

Substantial completion of the new parking lot was reached on June 17th and it was opened to the public on June 19th. A temporary connector trail was provided to take visitors from the new parking lot to the existing trail system while the official new trail was constructed taking visitors up to the park. The new trailhead was completed on June 28th. Final touches on the new trail are being completed along with mapping updates and signage.

Benson Creek Falls Facilities RP-S2-3.7

A Stage 2 grant application for the Economic Infrastructure and Innovation Program for the parking lot, bridge and descent to the falls will be submitted for a September 30th application deadline. This application will include more detailed design and costing information as well as a high-level marketing plan for the Park. If successful, the grant will be in the amount of up to \$103,125.

Trail from Horne Lake and Heritage Designation RP-S4-1.12

A meeting with Mosaic Forest Management will be organized in order to proceed with the creation of a MoTI supported dedication plan for the 1911 gazetted Horne Lake and Alberni Road, the proposed trail route between Horne Lake Regional Park and the ACRD border. In June 2019 a land consultant agent hired by RDN Parks was assigned the file. The project surveyor remains available to undertake the road dedication work, and the 2019 budget for the services is in place. In May 2019, The Ministry of Forests, Lands, Natural Resource Operations and Rural Development Heritage Branch advised that there are no formal programs in place at this time to officially designate a heritage trail. Following the survey work, meetings will take place with the applicable First Nation communities and the ACRD to determine an appropriate name for the future trail to be used by the RDN and ACRD.

Parks and Trails Strategic Plan

A request for Proposals for the Parks and Trails Strategic Plan was issued on June 6th with a submission deadline of July 18th. The project was awarded to the consulting firm Lees and Associates Consulting and the project has now commenced.

Community Parks and Trails

EA B - Huxley Community Park Projects RP-S4-1.2

Phase 2 and 3 Construction Drawings

An Islands Trust Development Variance Permit was approved for the variances requested to construct the skate park and parking lot with the following conditions: a reduction in the number of trees to be removed in Phase 2 by reducing the footprint of the parking lot, and a tree-planting plan to replace the trees that need to be removed for Phase 2 (either at Huxley park or in an alternate RDN park on Gabriola). Construction drawing revisions are underway to accommodate the DVP conditions.

EA B - Village Way Pathway

A first draft of a project management plan has been received from MoTI's active transportation consultant, with associated signage and operations plans to be developed by Parks Services. Revised design drawings reflecting drainage infrastructure now allowed by MoTI have been received and are anticipated to be reviewed by MoTI before end of September.

EA EW/PV - Anders & Dorrit's Community Park Design RP-S4-1.5

The Non-Farm Use Permit for the proposed parking lot was denied by the Agricultural Land Commission. An alternate approval was granted to allow 0.1 ha the development of park amenities and trail network. Alternative design options will be explored.

EA E - Jack Bagley Community Park – Court Placement PR-S4-1.16

A public open house was held in June and community feedback was integrated into the design of the site. The consultant is finalizing the concept design, phasing plan and costing. Review is pending the consultant's submission and the Get Involved project page will be updated once the final concept plan is complete.

EA F - Errington Community Park – Master Planning Process RP-S4-1.6

The consultant is completing the detailed design and costing for the playground (first phase of the project). Illustrations of the final design have been completed in August 2019.

EA G - Little Qualicum Hall Renovation RP-S2-3.6

Work on the hall commenced in June with demolition completed to the rear part of the building. Construction of the replacement section is underway with foundation and sub-grade work complete and framing underway. When finished this new work will provide barrier free building access, improved occupant safety, three new washrooms, and a future kitchen space. Exterior finishing is expected to complete by early fall along with electrical and mechanical installations. Interior finishing will follow into the fall with efforts made to have the hall ready to re-open by mid-December of 2019.

EA G – Maple Lane Community Park Upgrades

A public open house was held in June and community feedback was integrated into the design of the site. The layout plan and play equipment have been approved and reviewed by the neighbourhood. Construction of the playground will commence this fall

EA H - Dunsmuir Community Park Development RP-S4-1.7

Over 20 community members participated in a planting event on May 25th to install 260 plants to create a hedgerow buffer between the new sports court and neighbouring properties. Final site grading will be completed this fall to address site drainage issues.

General Updates

Registry and Mapping

Work is on-going towards improving Parks asset registries and raising the confidence level of the data. The completion of an updated and comprehensive property and acquisition inventory has been a foundational component; using an excel format staff continue to add data and refine the work. Data gaps are indicating where further condition assessment is required, most commonly the more complex assets obtained with land acquisitions

Operational – Key Highlights

General Service Calls

There were 177 work-orders assigned to operations staff during this reporting period. Tree related issues continue to be the most common type of resident request.

Park Inspection and Service Software RP-R2-4.6

Parks staff completed 89 documented park and playground inspections during this reporting period, identifying 51 faults for correction during the process.

Parks Programming

Nine hiking related programs were offered this spring and summer. All three Hiking Information Sessions were cancelled: the first due to low registration and the other two due to instructor not being available. Of the six Guided Hikes and Guided Alpine Hikes scheduled, one Guided Hike (Wesley Ridge) ran successfully, one was cancelled due to low registration, and four were cancelled due to instructor not being available.

Service options to secure new guides for these hikes are being explored. Transportation alternatives are also being considered as it is difficult to secure a suitable guide or guide assistant who also possesses a Class 4 driver's license, as required to drive a 15 passenger van to the hike locations.

Summer Camp programs held at Moorecroft Regional Park were full with waitlists. GO Wild (6-9yrs) July 8-12 had 20 registered and GO Wilder (9-12 yrs) has 14 registered and 8 waitlisted (lower max class size due to activities such as paddle boarding and ratios).

Park Use Permits

All parks use permits are now being processed through the RDN Activenet system.

Area A – No permits issued this quarter.

Area B – Permit given for Concession at Rollo McClay Community Park for duration of softball season (April-September); Gabriola and area Land and Trails Trust, GaLTT, were given permits for broom cutting at Rollo McClay Community Park and for free walks/tours in Blue Heron Community Park and 707 Community Park; permit given for a pancake breakfast at Rollo McClay Community Park June 23.

Area C – Permit request from Alpine Club of Canada for Mt. Benson Regional Park for “Respect the Mountains Day – June 15” was unable to be given due to ongoing construction of the new parking lot. Alpine Club will be coming back next year for same event.

Area E – Permits given to Quality Foods Teddy Bear Picnic (July 5-6) at Jack Bagley Community Park, a Wedding at Moorecroft Regional Park (Aug 17) and another at Brickyard Community Park (Aug 3); Broombusters at Nanoose Place parking area (May 13).

Area F – Arrowsmith and Comox Valley Search and Rescue, along with Justice Institute of BC, permitted to use cliffs at Top Bridge Regional Trail and Top Bridge Community Park (City of Parksville) for SAR training in April and May. Permits granted for research at Englishman River Regional Park: Beaver pond Monitoring by Mid-Vancouver Island Habitat Enhancement Society (MVIHES) 2019-2023 and Bethnic Invertebrates monitoring by MVIHES two ½ days in July and August. Errington Therapeutic Riding Association given permit for their 2nd Annual Pledge Ride on the Coombs to Parksville Regional Trail June 23.

Area G – No permits issued this quarter.

Area H - Research permit given for Bat Monitoring by BC Parks, West Coast Regional, for June 2019-2023; permit for Kayak Debry given to West Coast Kayak Anglers at Horne Lake Regional Park April 19.

FINANCIAL IMPLICATIONS

The projects outlined in this report have funds identified in the 2019 Budget. Electoral Area projects are funded through the associated 2019 Community Parks Budget and in some cases are supplemented by Community Works Funds or grant funding. Regional Parks projects are funded through the 2019 Regional Parks Operational Budget or the Regional Parks Capital Budget.



Yann Gagnon
ygagnon@rdn.bc.ca
October 1, 2019

Reviewed by:

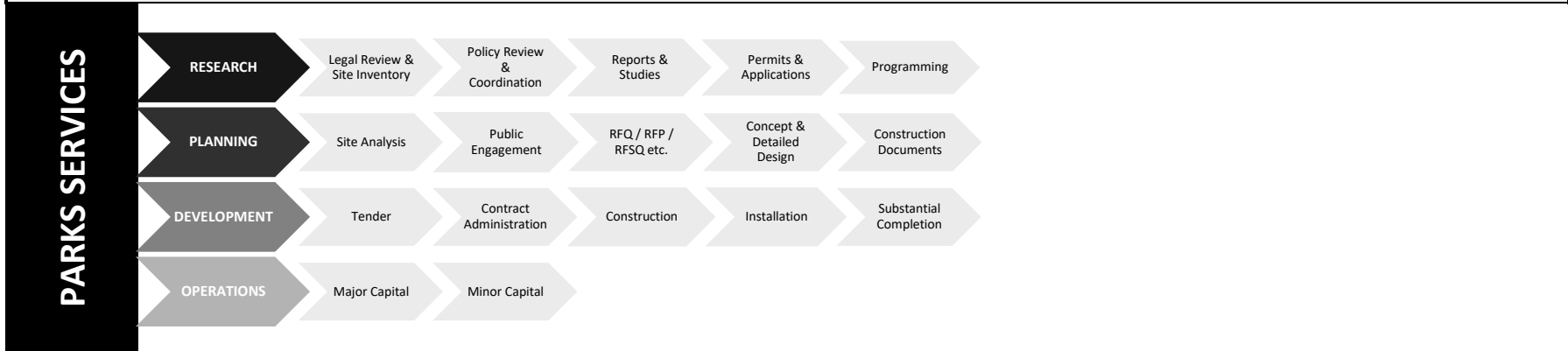
- T. Osborne, General Manager of Recreation and Parks
- P. Carlyle, Chief Administrative Officer

Attachments

1. Parks Work Plan

PARKS SERVICES WORK PLAN

2019 Q3-Q4



SERVICE AREA	Park or Trail / Description	Project Number	Service Category	Progress	Status	Budget	Start Date	Est. Comp.	Comments
--------------	-----------------------------	----------------	------------------	----------	--------	--------	------------	------------	----------

EA A	Cedar Plaza		Research	Permits & Apps.	Underway	\$7,500.00	2019 Q3	TBD	Update:
	Park improvements - irrigation installation.								Waiting on response from the North Cedar Improvement District (NCID); the NCID currently has a moratorium on new water connections.
	Nelson Road Boat Ramp		Research	Reports & Studies	Underway	\$3,000.00	2019	2020	Update:
	Study at the boat ramp to improve traffic flow, user etiquette and overall site conditions.								Study to develop a comprehensive traffic management plan to improve site conditions at the Nelson Road Boat Launch for all users. MoTI to review recommendations from the study for approval and RDN Parks planning.
EA B	Huxley Community Park		Research	Permits & Apps.	Complete	n/a	2019	2019	Update:
	Grant applications for a proposed new Skateboard Park.								Grant applications were submitted for a value up to 1M\$. Decision expected to be received in Fall 2019.
	Huxley Community Park		Planning	Const. Docs.	Underway	\$75,000.00	2018	2019 Q4	Update:
	Park improvements - Skateboard Park.								Phase II construction drawings under review, pending a decision from the Island Trust on the Development Variance Permit application submitted in 2019 Q2.

SERVICE AREA	Park or Trail / Description	Project Number	Service Category	Progress	Status	Budget	Start Date	Est. Comp.	Comments
	Village Way Pathway New proposed 1.5 km linear park on MoTI r.o.w.		Planning	Const. Docs.	Underway	n/a	2014	2020 Q2	Update: Revision No. 4 of the proposed construction drawings were received from Newcastle Engineering LTD and sent to MoTI for review. Revision No. 1 of the Management Strategy was received from Urban Systems and pending MoTI review.
EA C-EW	Anders & Dorritts Community Park Park improvements - parking, plaza, and river trail.		Planning	CD & DD	Underway	\$25,000.00	2019	2020	Update: Conceptual design underway; the ALC approved the development of a river trail, bridge and the development of 0.1 ha of park within the existing homeplate of the property. Detailed design is being prepared for public consultation in Spring 2020.
EA C-Ext	Extension Miners Community Park Park improvements - site enhancements.		Planning	Site Analysis	Underway	\$2,000.00	2018	2019	Update: Review of options to improve the site conditions in the lower park area; planning for grading, drainage, coal artifact display feature, landscaping, and tree planting.
EA E	Jack Bagley Community Park Redevelopment planning - courts and access.	2018-083	Planning	CD & DD	Underway	\$30,000.00	2019	2019	Update: Phase I conceptual design drawing and detailed costing is complete. Pending review of funding model and phasing approach.
	Stone Lake Drive Community Park Park improvements - playground.		Planning	CD & DD	Underway	\$50,000.00	2018	2019	Update: Conceptual plan and public consultation planned for Fall 2019.
EA F	Arrowsmith Community Trails (ACT) Palmer Road E - Grafton Bellevue - Koperick Link.		Development		On Hold	\$10,000.00	2018	2020	Update: Pending review of funding model to assess project feasibility and delivery.
	Errington Community Park Park improvements - playground.	2018-006	Planning	CD & DD	Underway	\$20,000.00	2019	2019	Update: Phase I detail design drawing and costing completed in Fall 2019. Budget review pending for construction feasibility.
	Errington Community Park Infrastructure review, report, and Operator Agreement.		Research	Reports & Studies	On Hold	\$5,000.00	2018	2020	Update: Pending infrastructure report from RDN Water Services. A meeting was held with Utilities and the operator of the infrastructure at the parks. Further reviews to take place prior to drafting an Operator Agreement.

SERVICE AREA	Park or Trail / Description	Project Number	Service Category	Progress	Status	Budget	Start Date	Est. Comp.	Comments
EA G	Maple Lane Community Park		Development	Contract Admin.	Underway	\$50,000.00	2019	2019	Update:
	Park improvement - playground.								Playground equipment purchased, installation in 2019 Q4 weather permitting.
	River's Edge Community Park		Planning	CD & DD	Underway	\$5,000.00	2019	2019	Update:
	Park improvement - playground and bike track.								A topographic survey was completed. Master Plan conceptual design and costing completed. Pending review of funding model.
	Little Qualicum Hall		Development	Contract Admin.	Underway	\$170,000.00	2018	2019 Q3	Update:
	Building addition and improvement.								Building Permit issued, construction underway, 80% completion as of August 2019. ETA for substantial completion in Dec 2019.
EA H	Dunsmuir Community Park		Development	Contract Admin.	Underway	\$23,784.00	2018	2019 Q2	Update:
	Park improvement - phase 1.								Installation completed of the new multi-use sports court, new driveway access, off-street parking lot, and entrance sign. Final grading and drainage of the site to be completed in 2019 Q4.
	Lions Community Park		Research	Reports & Studies	Underway	n/a	2019	2019 Q3	Update:
	Operators agreement.								Pending feedback from the Lions Club on the proposed agreement. Meeting to be scheduled by Lions Club to conclude on process.
	Wildwood CP / LCRT Kiosk		Development	Construction	Complete	\$5,000.00	2018	2019 Q3	Update:
	Park improvement - signage (split with Regional).								The site work and kiosk installation is complete. Final framing to the sign panels complete in Fall 2019.
REGIONAL	Benson Creek Falls Regional Park		Planning	Const. Docs.	Underway	\$25,000.00	2019	2019 Q3	Update:
	Park improvement - parking lot and trailhead.								Received revision 1 of construction drawing from McElhanney Engineering; review and circulation in progress.
	Benson Creek Falls Regional Park		Planning	Const. Docs.	Underway	\$65,000.00	2019	2019 Q3	Update:
	Park improvement - accessibility, bridge, stairs, trail improvement.								Construction drawings revision 1 received from Herold Engineering, site visit completed, review and circulation in progress. Awaiting revision No 2.

SERVICE AREA	Park or Trail / Description	Project Number	Service Category	Progress	Status	Budget	Start Date	Est. Comp.	Comments
	Benson Creek Falls Regional Park Grant applications.		Research	Permits & Apps.	Underway	n/a	2019	2019 Q4	Update: Stage 1 ICET Funding application successful. Stage 2 application deadline Sept 30, 2019. Grant applications were submitted for a value up to \$400,000.
	Big Qualicum River Regional Trail Park improvements - regional trails.		Development	RFQ	Underway	\$150,000.00	2018	2020	Update: RFQ for design-build of north shore route to be issued before end of Q3.
	Englishman River Regional Park RDN-DFO Agreement.		Research	Reports & Studies	Underway	n/a	2019	2019 Q4	Update: Draft agreement sent to DFO in July 2019; pending DFO review.
	The Great Trail - Timberlands Road Parking Lot Phase II parking lot and access trail.		Planning	Const. Docs.	Underway	\$11,850.00	2019	2020 Q4	Update: Engineered design sheets for Phase II received and under review.
	The Great Trail - Signage Update Park improvement - signage.		Planning	Installation	Underway	\$6,000.00	2019	2019	Update: Work to be completed by the end Oct 2019 and initial signage order placed before year-end. All signage to be updated.
	LCRT / Wildwood CP Park improvement - signage (split with Community EA H).		Development	Construction	Complete	\$7,500.00	2018	2019 Q3	Update: The site work and kiosk installation is complete. Final framing to the sign panels complete in Fall 2019.
	Witchcraft Lake Regional Trail Vunteer trail building.		Development	Construction	Underway	\$5,000.00	2018	2018 Q3	Update: Pilot project underway.
	Little Qualicum River Regional Park Bridge Detail Design.		Planning	Const. Docs.	Complete	\$45,000.00	2018	2019	Update: Board resolutions to tender in 2020 and include \$839,910 in the 2020 budget for construction.
	Little Qualicum River Regional Park Working with developer on land exchange.		Research	Permits & Apps.	Underway	n/a	2018	2019	Update: Project with Current Planning for recommendation. Trail exploration underway to determine r.o.w. along edge of LQRRP.
	Morden Colliery Regional Trail Lease upgrade - survey etc.		Research	Reports & Studies	Underway	\$44,500.00	2014	n/a	Update: April site meeting scheduled with Ministry staff tasked with file.
	Morden Colliery Regional Trail RFQ for functional design.		Research	RFQ	Underway	\$300,000.00	2017	2019 Q3	Update: Input received from City of Nanaimo and Procurement Mgr. Target release before end of Q3.

SERVICE AREA	Park or Trail / Description	Project Number	Service Category	Progress	Status	Budget	Start Date	Est. Comp.	Comments
PARKS SERVICES	New signs for pilot parks		Development	Installation	Underway	per EA	2018	2020	Update:
	Park improvement - signage.								Graphic design of signage continues; 2 signs installed at Dunsmuir CP and Es-hw Sme~nts CP.
	DCC Plan		Research	Reports & Studi	Underway	n/a	2019	2019 Q4	Update:
	Develop a DCC Plan study.								RFQ completed, contract awarded. Project starting in Sept 2019 with expected completion of the study in 2020 Q2.
	Bylaw 1399		Research	Policy Rev. & Co	Underway	n/a	2019	2019 Q4	Update:
	Update existing Parks Bylaw.								Draft from Legal consultant received, new Bylaw version under review.
Parks Programming		Research	Programming	Underway	n/a	2019	2019	Update:	
Programming for all seasons.								Winter 2019 programming complete. Spring and Summer 2019 programming expanded this year to include more programs within Regional Parks.	
School Programming		Research	Programming	Underway	n/a	2019	2019	Update:	
Working with schools to encourage more interpretive programs.								Contact made with SD 69 regarding interpretive programming and parks in September 2018. No new uptake from schools. Possible problem is transportation to the parks.	
PARKS OPERATIONS - MAJOR AND MINOR CAPITAL PROJECTS									
EA A	Glynneath Community Park		Operations	Minor Capital	Underway	\$5,000.00	2018	2019 Q4	Update:
	Tree removal and tree planting.								Grant money received. Tree planting to take place in fall 2019. Species chosen by an RPF consultant.
	Kipp Road Community Park		Operations	Minor Capital	Underway	\$25,000.00	2018	2019 Q4	Update:
	Sink hole repairs.								Geotechnical options for site remediation under review. Attempts have been made to contact the original contractor with no replies back.
EA B	Hummingbird Community Park		Operations	Minor Capital	Underway	\$3,000.00	2018	2019 Q4	Update:
	Access improvements.								Box stairs installation
	707 Community Park		Operations	Minor Capital	Underway	\$5,000.00	2018	2019 Q4	Update:
Signage installations.								Working with GaLTT to install new posts. The signage is being developed and the installation by parks ops staff is expected to start in Q4.	
	Huxley Community Park		Operations	Minor Capital	Complete	\$10,000.00	2018	2019 Q2	Update:

SERVICE AREA	Park or Trail / Description	Project Number	Service Category	Progress	Status	Budget	Start Date	Est. Comp.	Comments
	Sport court line painting.								Completed in May 2019. User groups notified.
	Decourcy WAZ		Operations	Minor Capital	Complete	\$15,000.00	2019	2019 Q3	Update:
	Stair replacement.								Completed in August 2019.
EA E	Nanoose Road Community Park		Operations	Minor Capital	Complete	\$5,000.00	2018	2019 Q2	Update:
	Dog Park area.								Fenced off leash dog area installed, with new signage and garbage can.
EA G	Blue Water Place Community Park		Operations	Minor Capital	Underway	\$5,000.00	2017	2020	Update:
	Clearing and restoration.								Some clearing completed, restoration in Fall-Winter; 3-year restoration process continues.
EA H	Beach Accesses		Operations	Minor Capital	Underway	\$4,500.00	2018	2019	Update:
	Signage and improvements.								Completed June 2019 patio stones. All that remains is garbage signage Q4.
REGIONAL	Ammonite Falls Regional Trail		Operations	Minor Capital	Complete	\$8,000.00	2017	2019	Update:
	Bridge replacement.								Bridge replaced. Completed August 23 2019.
	Arrowsmith CPR Regional Trail		Operations	Minor Capital	Underway	\$10,000.00	2019	2019	Update:
	McBey Bridge repairs.								New decking, hand rails and steps 2019 Q3-Q4
	Parksville - Qualicum Beach Links		Operations	Minor Capital	Complete	\$6,000.00	2019	2019	Update:
	Barclay Bridge - asphalt extension.								Completed mid July 2019
	Coats Marsh Regional Park		Operations	Minor Capital	Complete	\$22,000.00	2018	2019	Update:
	Cabin removal.								Cabin removed in Q1 2019. Bat box installed.
	Horne Lake Regional Park		Operations	Minor Capital	Underway	\$7,500.00	2019	2019	Update:
	Caretaker house repairs.								Planned for Q4 2019.
	Descanso Bay Regional Park		Operations	Minor Capital	Underway	\$14,000.00	2019	2019	Update:
	Tree removals - various.								2019 Works Complettd. Budgeted for future removals and monitoring 2020.
	Englishman River Regional Park		Operations	Minor Capital	On-Hold	\$10,000.00	2019	2019	Update:
	Hatchery bridge replacement.								Pending engineering design report
	La Selva trail		Operations	Minor Capital	Underway	\$30,000.00	2017	2019	Update:
	Trail installation.								Scheduled for October Q4
	Nanaimo River Regional Park		Operations	Minor Capital	Underway	\$15,000.00	2019	2019	Update:
	Accessible toilet installation.								Pricing received, installation planned for 2019 Q4.
	Mount Benson Regional Park		Operations	Major Capital	Complete	\$1,020,000.00	2019	2019	Update:
	Parking lot construction, new trailhead, kiosk, toilet, & garbage bins.								Opened 2019 Q2; landscape, seeding, and tree planting planned in 2019 Q4.

end

TO: Electoral Area Services Committee **MEETING:** October 8, 2019
FROM: Catherine Morrison **FILE:** 7200-01 VEH
 Manager, Emergency Services
SUBJECT: Fire Apparatus Purchasing

RECOMMENDATION

That the Board endorse issuing a Request for Qualifications to select a Fire Apparatus Manufacturer/Dealer as a preferred supplier for a five (5) year term.

SUMMARY

One of the recommendations of the Fire Service Review by Dave Mitchell and Associates in April 2016 was to create common fire apparatus specification templates for use in future purchases. The Apparatus Specification Working Group composed of representatives from the regional fire departments and the Fire Services Coordinator agreed to several recommendations for engines and tenders. These recommendations were presented to the Electoral Area Services Committee at its September 4, 2018, meeting as part of the Fire Services Update to be received for information.

Over the next 5 years, the Regional District of Nanaimo (RDN) is expecting to purchase four to five new engines and five new tenders (Attachment 1). Using the agreed upon Apparatus Specification Working Group recommendations, the RDN is seeking to combine the apparatus purchases into one Request of Qualifications to select a manufacturer as a preferred supplier for a five-year term. With one manufacturer, the RDN can leverage buying power and receive substantial cost savings.

BACKGROUND

To purchase a new piece of apparatus, the RDN in collaboration with the Fire Department develops a Request for Proposals (RFP) for each unit individually with each department providing suppliers with their own custom specifications. Individual purchases create extra workload for proponents to develop a proposal and accommodate all non-standard specifications resulting in increased costs built into the apparatus pricing.

There are several other options to procure new apparatus including purchasing a used or demonstration unit, purchasing through a cooperative group or to issue a Request for Qualifications (RFQ).

Purchasing a used or demonstration unit typically results in a lower cost and quick delivery. As the unit is already built, the service life is shorter and it may not have all the options a department needs or wants and there is not always the ability to add them after the fact.

Purchasing through a cooperative buying group offers discounts off the list price. The vendors are preselected, and the pricing model is established. Not all manufacturers participate with

cooperative buying groups. The manufacturers that do belong to the group may not be able to supply the particular apparatus a department is seeking.

The Request for Qualification provides the RDN the opportunity to evaluate suppliers and select the manufacturer/dealer representing the best overall value. The RDN can work with the preferred supplier in order to standardize the pricing model as well as generally standardizing the design. The five (5) year term allows the RDN to better plan and forecast costs working with one supplier. At the January 18, 2018, Apparatus Specification Working Group meeting, the group was in favor of looking at the possibility of securing a single vendor. Reasoning for this support included that over time, there would be continuity of quality in the manufacturing, the process would be faster and more efficient, and the fire departments could contact the manufacturer at any time for questions regarding future apparatus knowing who the vendor is ahead of time.

ALTERNATIVES

1. Board endorse issuing a Request for Qualifications to select a Fire Apparatus Manufacturer/Dealer as a preferred supplier for a five (5) year term
2. That alternate direction be provided.

FINANCIAL IMPLICATIONS

Each Fire Department budgets individually for the purchase of apparatus. Budgeted amounts for engines vary from \$500,000 to \$850,000 and amounts budgeted for tenders vary from \$300,000 to \$500,000. A Request for Qualifications would leverage buying power and aim to purchase apparatus within budgeted limits to provide the best value to the region.

STRATEGIC PLAN IMPLICATIONS

Growth Management - Fully develop our Asset Management Plan.

Standardizing apparatus purchasing is a move towards developing asset management planning for the fire departments.



Catherine Morrison
cmorrison@rdn.bc.ca
September 17, 2019

Reviewed by:

- D. Pearce, General Manager, Transportation and Emergency Services
- P. Carlyle, Chief Administrative Officer

Attachments

1. Anticipated Apparatus Purchases

Apparatus Description	Quantity	Budget Estimate (CDN\$)	Year
Fire Engine Extension	1	\$500,000	2019
Fire Engine Nanoose	1	\$800,000	2020
Fire Engine Bow Horn	1	\$700,000	2020
Fire Engine Coombs	1	\$850,000	2021
Fire Engine Dashwood	1	\$800,000	2021
Fire Engine Dashwood	1	\$800,000	2029
Tanker Errington	1	\$460,000	2020
Tanker Dashwood	1	\$300,000	2023
Tanker Bow Horn	1	\$350,000	2024
Tanker Coombs	1	\$500,000	2025
Tanker Dashwood	1	\$400,000	2025

TO: Electoral Area Services Committee **MEETING:** October 8, 2019

FROM: Doug Gardiner
Fire Services Coordinator **FILE:** 7200-01 GRNTS

SUBJECT: Fire Services Grant Application

RECOMMENDATIONS

1. That the grant application for \$25,000 to the Union of British Columbia Municipalities for training for the Extension Fire Department be endorsed.
2. That the grant application for \$25,000 to the Union of British Columbia Municipalities for the purchase of equipment for the Nanoose Fire Department be endorsed.

SUMMARY

The Union of British Columbia Municipalities (UBCM) is accepting grant applications from Volunteer & Composite Fire Departments through the Community Emergency Preparedness Fund (CEPF). The intent of this funding stream is to build the resiliency of volunteer and composite fire departments through the purchase of new or replacement equipment and to facilitate the delivery of training. The grant provides up to \$25,000.00 per Fire Department.

The Extension and Nanoose Fire Departments have their budgets managed by the Regional District of Nanaimo (RDN) and are requesting that the RDN submit grant applications on their behalf. The Dashwood and Coombs-Hilliers Fire Departments will be partnering with the Qualicum Beach Fire Department towards a regional application and the Bow Horn Bay and Errington Fire Departments will be submitting their own grant applications and managing grant funds individually.

BACKGROUND

In July 2019, UBCM through the Community Emergency Preparedness Fund, extended the grant funding limits of \$25,000 per municipality or Regional District to \$25,000 per Volunteer or Composite Fire Department in addition to providing access to Societies and Improvement Districts to submit applications of their own. This new information was shared with all the Fire Departments including Improvement Districts. The Extension and Nanoose Fire Departments have approached the RDN to apply for the grant on their behalf and to manage the funds.

The Extension Fire Department is requesting that an application be made to UBCM for \$25,000 in grant funds to support training specifically for their officers, their apparatus and pump operators and their team leaders. The training will be to the current National Fire Protection Association (NFPA) standards with accredited instructors and evaluators and will enhance the ability of the fire department to meet the needs of the community and playbook standards.

The grant application of \$25,000 to UBCM for the Nanoose Fire Department will be for wildland interface firefighting equipment, specifically portable pumps with suction hoses, foot valve/strainers and forestry attack hose. The additional equipment will increase the capacity of the department to respond to wildland urban interface fires and to support mutual aid partners in fighting wildfires throughout the Oceanside area. Wildfires have been identified as one of the top ten hazards in the region, preparation ahead of a wildfire is essential to mitigate the impacts of such an event.

The Dashwood and Coombs-Hilliers Fire Department Societies have submitted Board resolutions in support of a Regional grant application with the Qualicum Beach Fire Department for the purchase of a C-Can Training prop that will be located at the Qualicum Fire Hall. Qualicum will submit a regional application on behalf on the fire departments and manage grant funds.

The Bow Horn Bay Fire Department and Errington Fire Department Societies will be submitting their own grant applications each for the purchase of equipment.

ALTERNATIVES

1. That the grant application for \$25,000 to the Union of British Columbia Municipalities for training for the Extension Fire Department be endorsed.
2. That the grant application for \$25,000 to the Union of British Columbia Municipalities for the purchase of equipment for the Nanoose Fire Department be endorsed.
3. That alternate direction be provided.

FINANCIAL IMPLICATIONS

There are no financial implications. The anticipated grant revenue and expense have been accounted for in the 2020 budget.

STRATEGIC PLAN IMPLICATIONS

Social Wellbeing - Make the Region a safe and vibrant place for all, with a focus on children and families in programs and planning.



Doug Gardiner
dgardiner@rdn.bc.ca
September 17, 2019

Reviewed by:

- C. Morrison, Manager, Emergency Services
- D. Pearce, General Manager, Transportation and Emergency Services
- P. Carlyle, Chief Administrative Officer

TO: Electoral Area Services Committee **MEETING:** October 8, 2019
FROM: Catherine Morrison **FILE:** 7200-01 EVFD
 Manager, Emergency Services
SUBJECT: Extension Fire Department Apparatus Replacement

RECOMMENDATIONS

1. That the Board endorse awarding the purchase of a single-axle, 4-door fire rescue engine to Fort Garry Fire Trucks Ltd.
2. That the Board endorse releasing up to \$700,000 from the Extension Fire Service Vehicle and Equipment Reserve Fund to negotiate a contract with Fort Garry Trucks Ltd for the purchase of the fire rescue engine.

SUMMARY

The Regional District of Nanaimo (RDN) Board reviewed and approved a budget of \$500,000 over two years for the replacement of the Extension Fire Service 1994 Freightliner engine unit #4. The RDN received six responses to a Request for Proposals (RFP) for the design, manufacture and delivery of a new single axle, 4-door fire rescue engine. The response from Fort Garry Fire Trucks Ltd. was the highest weighted score, most closely matched the specifications and the company is a well-known supplier of this type of vehicle. The purchase would be funded with the \$250,000 approved for 2019 from reserves, add an additional \$450,000 from reserves in 2020.

BACKGROUND

The Extension Fire Department budgeted \$500,000 for the purchase of a new front-line engine with the cost split over two years as it was anticipated that once the order was placed, the new engine would take 12-18 months for construction and final invoice.

Extension Fire Department 1994 Freightliner engine unit #4 is 25 years old and needs to be replaced this year. The engine cannot be extended past 25 years as a duty engine for Fire Underwriters Insurance grading proposes. Due to budget constraints within small communities, Fire Underwriters has continued to recognized apparatus over twenty years with annual tests and deemed to be in excellent mechanical condition. After 25 years, the apparatus cannot be extended as a duty engine. Extension only has one duty engine, if the replacement does not occur, fire insurance grading recognition could be revoked, and insurance grades could be adversely affected in the community. If an order for a replacement engine is commenced, Fire Underwriters rating will not change.

All six proposals received are over the budgeted amount of \$500,000 and Board approval is required to move ahead. To secure the purchase of the new engine funds approved in 2019 of \$250,000 will be used with the final invoice expected in 2020 for the remaining funds.

Six (6) vendors responded as follows:

Proponent	Price (Net of GST)
Fort Garry Fire Trucks Ltd	\$693,826.52
Safetek	\$794,005.27
Hub	\$800,363.21
Rosenbauer	\$827,856.86
E-One	\$839,271.41
Pierce	\$960,619.71

The RDN Fire Services Coordinator, Manager of Emergency Services, Purchasing Manager along with the Extension Fire Department Fire Chief and Deputy Chief formed an evaluation committee, the proposals were ranked using a weighted score and criteria that included apparatus construction and design, service and warranty, references and total price.

The Extension Fire Department Society has been consulted and is in support of the evaluation committee recommendation to award the contract to Fort Gary Fire Trucks Ltd.

ALTERNATIVES

1. That the Board endorse awarding the purchase of a single-axle, 4-door fire rescue engine to Fort Garry Fire Trucks Ltd.
2. That the Board endorse releasing up to \$700,000 from the Extension Fire Service Vehicle and Equipment Reserve Fund to negotiate a contract with Fort Garry Trucks Ltd for the purchase of the fire rescue engine.

FINANCIAL IMPLICATIONS

As the tender process has resulted in a cost higher than originally anticipated, it will be necessary to utilize an additional \$200,000 from the reserve for a total of up to \$700,000. Emergency Services and Finance have worked with the Extension Fire Department to revise the 2020 budget and long-term capital plans to ensure that there are adequate reserve fund transfers for other capital purchases planned over the next 10 years.

Alternative 1

The quoted price of the Extension fire rescue engine net of the GST rebate is \$693,826.52. Up to \$700,000 is being requested which includes additional funds to negotiate minor amendments to the proposal and costs for two on-site visits to the manufacturer's facility.

Alternative 2

If the fire rescue engine is not awarded at this time, it is expected that the supply and manufacture costs will be higher in 2020 and the Fire Underwriters could increase insurance rates for residence in the area.

STRATEGIC PLAN IMPLICATIONS

Social Wellbeing - Make the Region a safe and vibrant place for all, with a focus on children and families in programs and planning.



Catherine Morrison
cmorrison@rdn.bc.ca
September 30, 2019

Reviewed by:

- D. Pearce, General Manager, Transportation and Emergency Services
- P. Carlyle, Chief Administrative Officer